Province of British Columbia
Ministry of Health

Nutrition and Food Service Standards for Adult Care Facilities

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Purpose of the Manual

This manual was written to provide an objective interpretation of the adult care regulations concerning meal service and resident nutritional care.

Although the emphasis is on measuring the actual outcome of resident care, details of procedures needed to achieve the required standards are included.

This manual is intended for the use of owners, administrators, dietitians and food service supervisors of community care facilities.

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Introduction

The material in this manual is divided into five sections, each relating to one aspect of nutrition and food service. The sections are:

Provision of Safe Food
Resident Evaluation of Food and Meal Service
Provision of Nutritious Food
Provision of Quality Food and Meal Service
Evaluation of Resident's Nutritional Status

The format for each section conforms to the following pattern:

Page 1 definition
rationale
structure criteria (resources required)
outcome criteria (standard)
critical time

Page 2 process criteria (procedures)
description of the method to use to measure the standards
action to be taken if the standard is not met

Forms to be used to measure the standard with completed samples of each.

General Information relating to the topic.

A summary of the standards is shown on page 10 to provide an overview for the entire manual.

The time frame required for implementation of these standards will be determined jointly by the facility administrator and the municipal/provincial health unit nutritionist (or the Nutrition Branch, Ministry of Health, Victoria, B.C., if there is no health unit nutritionist).

Glossary of Common Terms

Structure Criteria: the quality and quantity of resources required, e.g., personnel, equipment, physical space.

Process Criteria: the methods of using resources to produce desired results, e.g., procedures.

Outcome Criteria: objectively defines the end result of applied procedures, e.g., a standard.

Food-Borne Illness: illness caused by the consumption of contaminated food.

Sanitize: effective bactericidal treatment of clean surfaces of equipment and utensils by a process which has been approved by the medical health officer as being effective in destroying micro-organisms, including pathogens.

Food Temperature Danger zone: the temperature range of 40°F - 140°F (4°C - 60°C) at which bacteria multiply rapidly.

Desirable Weight: a realistic, achievable weight that would improve an individual's health status.

Normal Weight: based on weight history, this is the stable weight the individual has maintained over a period of time.

Average Weight: relates to the charts of average weights for heights based on statistical data.

Overview of Standards

OBJECTIVE	STANDARD	RESPONSIBILITY for EVALUATION	FREQUENCY of EVALUATIONS
1. Provision of safe food	100% of time-temperature standards	Facility Dietitian or Consulting Dietitian	On-going as required Copies to be submitted to Public Health Inspector
2. Resident evaluation of food and meal service	A score of 2.4 on the resident questionnaire	Facility Dietitian or Consulting Dietitian or Food Service Supervisor	Semi-annually or in response to changes in menu or form of service
3. Provision of nutritious food	100% of RNI's for specified nutrients in three consecutive days of the menu: as planned; as purchased	Facility Dietitian or Consulting Dietitian	In response to changed menus, e.g., seasonally
4. Provision of quality food and meal service	A score of 75% on the Total Meal Service Audit or 70% on the Sensory Evaluation	Facility Dietitian or Consulting Dietitian or Food Service Supervisor	As required or quarterly
5. Evaluation of resident's nutritional status	A score of 80% on the Clinical Standards Check List	Facility Dietitian or Consulting Dietitian	Nutritional Assessment Form, Initial Care Plan: Within 14 days of admission Evaluation: Within 3 months of admission; quarterly thereafter, if at nutritional risk; annually thereafter, if not at nutritional risk

Section One

Provision of Safe Food

12

Provision of Safe Food

(Read columns down)

OBJECTIVE

The provision of safe food

RATIONALE

The food service system must have controls that prevent contamination and growth of harmful bacteria in foods.

Provision of safe food to all age groups is of major importance. The aged, however, are particularly susceptible to food-borne illness.

STRUCTURE CRITERIA

* **Refrigeration systems must maintain temperatures of 40°F (40°C) or below.**

Storage freezers must maintain temperatures of 0°F (-18°C) or below.

Dishwashing equipment must maintain proper water temperatures.

Handwashing facilities must be provided in the food preparation and service area.

Employees must be healthy and are required to practice techniques of safe food handling.

OUTCOME CRITERIA

Safe Temperature standards:

Foods
- **Cooked and reheated foods 165°F (74°C)**
- **Hot holding, e.g., hot food tables, range tops 140°F (60°C)**
- **Cold holding, e.g. refrigerators 40°F (4°C)**

Perishable foods must be protected from contamination, especially between the temperature range of 140°F (60°C) and 40°F (4°C).

It is imperative that these foods, when subjected to this dangerous temperature range (140°F/60°C-40°F/4°C), be brought to safe temperatures as quickly as possible.

Sanitation of Dishes, Cutlery, Small Equipment, Pots and Pans:
- **Final rinse temperature of 180°F (82°C) or sanitized with a chemical solution approved by the Public Health Inspector.**

* should read **Refrigeration systems must maintain temperatures of 40°F (4°C) or below.**

Safe Food Audit

(Read columns down)

OBJECTIVE

To evaluate procedures affecting the safety of food provided.

PROCESS CRITERIA

- ☐ Food is purchased from approved sources.
- ☐ Food is stored appropriately. Refrigerators maintain food temperatures at 40°F (4°C) or below. Freezers maintain food temperatures at 0°F (-18°C) or below.
- ☐ Controls are enforced so that time-temperature standards are met in the production and service of all food items.
- ☐ Employees are healthy, wear clean uniforms, wear hair covering.
- ☐ Employees are trained in safe handling, storage and service of foods.
- ☐ Employees follow established procedures for dishwashing, pot and pan washing and cleaning of equipment.
- ☐ Employees follow a posted schedule for cleaning equipment and food preparation areas.

PROCEDURE

Conduct an audit of a minimum of 5 perishable food products following the procedure on page 15.

Scoring:
Foods that do not meet the accumulated time standards must be reported on the audit.

STANDARD

For food safety a score of 100% is mandatory.

Audits are the responsibility of the facility dietitian or a consultant dietitian.

Copies of the audit to be sent to the Public Health Inspector

If the Standard is Not Met:
Audit is to be repeated until satisfied that standards are being maintained.

Food Safety Time/Temperature Audit

OBJECTIVE: To ensure that perishable foods meet the time/temperature standards.

PROCEDURE: Check the temperature of a minimum of five perishable foods in at least three locations, e.g.:

- food preparation area
- hot food service area
- cold food service area
- refrigerated storage.

Use a calibrated, sanitized thermometer.

Record the following, as shown on page 16.

- food item
- location
- process, e.g., cooking, reheating, hot holding for service
- temperature standard for the process
- temperature of the food at its geometric centre
- whether the standard is met
- time of audit.

When the standard is not met, calculate the accumulated hours outside the temperature standard.

Food item must be considered hazardous if the temperature standard is not met.

It is imperative that perishable foods, when for whatever reason, are subject to the dangerous temperature range of 140°F (60°C) to 40°F (4°C), be brought to safe temperatures as quickly as possible. Any foods found stored within this range must be reported on the audit.

SCORE: Assign 10 points for each standard met.

Determine % score =

$$\frac{\text{Number times standard met}}{\text{Number food items audited}} \times 100\ \%$$

AUDIT STANDARD: A score of 100% is mandatory for safety.

Quality Assurance
Food Safety Time/Temperature Audit

Auditor: _____
Date: _____

	PRODUCT			TEMPERATURE				WHEN STANDARD NOT MET	
	Food Item	Location	Process	Temp. Standard	At Geometric Centre	Standard Met	Time Of Audit	TIME Accumulated Hours*	ACTION/ COMMENTS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

PROCESS	TEMPERATURE STANDARD
Cooking	≥ 165°F/74°C
Reheating	≥ 165°F/74°C
Hot Holding	≥ 140°F/60°C
Chilling	Within the shortest time possible
Cold Holding	≤ 40°F/4°C
Thawing	≤ 40°F/4°C

***ACCUMULATED HOURS**

Total time since cooked product reached 165°F/74°C

or

Total time that a product or its perishable ingredients could have been between 40°F/4°C and 140°F/60°C.

Score

%

Time/Temperature Audit Summary

1. Problems Identified:

2. Remedial Action Plan:

Date Resolved_____

SAMPLE Quality Assurance
18 Food Safety Time/Temperature Audit

Auditor: J. Cook
Date: April 4, 1986

WHEN STANDARD NOT MET

	PRODUCT			TEMPERATURE				TIME	ACTION/ COMMENTS
	Food Item	Location	Process	Temp. Standard	At Geometric Centre	Standard Met	Time Of Audit	Accumulated Hours*	
1	Soup	Hot Food Table	Hot Holding	≥ 140°F	145°F	✓	1145		
2	Meatloaf	Oven	Cooking	≥ 165°F	175°F	✓	1150		
3	Egg Sandwich	Cold Food Counter	Cold Holding	≤ 40°F	58°F		1155	1	Is filling chilled before making? Check cold counter temperatures Space sandwiches directly on cold food counter (not on a tray)
4									
5		—							
6	Vanilla Pudding	Refrigerator	Chilling	2 hrs ≤ 70°F 4 hrs ≤ 40°F	115°F		1345	3/4	
7									
8	Macaroni and Cheese	Oven	Cooking	≥ 165°F	180°F	✓	1700		
9									
10									

PROCESS	TEMPERATURE STANDARD
Cooking	≥ 165°F/74°C
Reheating	≥ 165°F/74°C
Hot Holding	≥ 140°F/60°C
Chilling	Within the shortest time possible
Cold Holding	≤ 40°F/4°C
Thawing	≤ 40°F/4°C

***ACCUMULATED HOURS**

Total time since cooked product reached 165°F/74°C

or

Total time that a product or its perishable ingredients could have been between 40°F/4°C and 140°F/60°C.

Score

%

SAMPLE
Time/Temperature Audit Summary

1. Problems Identified:

2. Remedial Action Plan: **Date Resolved**_____

Provision of Safe Food

The provision of safe food depends on the degree of control over the following:

food wholesomeness
time/temperature control
employee hygiene
sanitation.

The selection of food products that have been protected from contamination (from the producer to the user) is one of the first measures of safe food. Foods, however, can cause food-borne illness even though they were safe to eat when purchased or first prepared.

Bacteria in food can increase to levels that render the food unsafe to eat when the food has been:

held for too long in the danger zone temperature range
* 40°F - 140°F (40°C - 60°C)
insufficiently cooked
improperly stored
handled in an unsanitary manner by employees.

Time/Temperature Standards

Most micro-organisms grow best in the temperature range of 40°F - 140° (4°C - 60°C). Food should, therefore be held in this range for as short a time as possible.

Cooling Foods

Cool hot foods quickly.
Refrigerate hot foods in **shallow**, covered containers (e.g., no more than 2 inches deep). Allow space around the containers for air circulation.

Cooling foods at room temperature is not an acceptable practice. Take special precautions to quickly refrigerate milk and egg mixtures and foods containing, or garnished with, whipped cream.

Refrigerated foods to be served cold should be taken from the refrigerator just prior to serving.

Ingredients to be used in making salads and sandwiches should be chilled.

Care of Leftovers

When extending leftovers, where there is a risk of contamination with botulism spores (ie. vegetables grown in the ground), raw foods need to be brought to a temperature of 212°F (100°C) before combining.

Leftovers may be used only once. For example, leftover chicken, quickly cooled, may be added to the next day's soup; any of that product leftover must be discarded.

Cooking or Reheating

Foods cooked or reheated need to reach internal temperatures of 165°F (74°C) to be safe.

Foods prepared in a microwave may heat unevenly. It is necessary to ensure that the total product reaches the required temperature before serving.

Partially cooking meat or poultry one day and completing the cooking process the next day is not a safe practice.

It is not a safe practice to use recipes for gelatin mixtures or tapioca puddings that require beaten egg whites to be incorporated into the mixture, just prior to refrigeration. The egg whites would not reach a safe internal temperature of 165°F (74°C).

* should read 40°F - 140°F (4°C - 60°C)

Hot Holding Cooked Foods

Cooked foods held for serving must be maintained at a temperature of 140°F (60°C) or above to be considered safe.

Prevention of Cross Contamination

Care should be taken to prevent contamination. For example:

There should be no direct contact of raw foods of animal or plant origin with cooked food, e.g., raw poultry, fish, meat should be stored in the refrigerator in containers that prevent the possibility of their drips falling on cooked food.

There needs to be a chopping board that is labelled and used only for raw fish, poultry and beef. It must be washed and sanitized after each use.

Chopping boards used for raw meat must be washed and sanitized before using the board for cooked meats.

Mincers, choppers, slicers, mixing utensils and knives, need to be washed and sanitized after each use and before processing a second item.

Cooked foods should not be processed on the same equipment or stored in the same containers that have been used for raw foods without first washing and sanitizing the equipment or containers.

Where possible, use separate refrigeration for raw and prepared foods.

Freezing

Freezing foods does not kill bacteria; it only retards their growth. Once the food has thawed, the bacteria continue growing.

Washing Foods

The following foods should be washed before using:

- fruits and vegetables to be eaten raw
- fresh fruits and vegetables to be cooked
- dried fruit
- raw poultry and fish.

Safe Food Handling by Employees

Employees should be trained in the techniques of safe food handling with emphasis on hand washing.

Hands should be washed with soap and water continually:

- when commencing work
- after going to the washroom
- after blowing the nose, coughing or sneezing
- after touching face or hair
- after handling raw meat, poultry, fish, eggs or unwashed vegetables
- after handling soiled dishes

Coughs and sneezes should be covered with disposable tissue.

Food handlers must be free of infectious diseases and from cuts or skin infections.

Uniforms must be clean.

Hairnets, plastic caps or other hair restraints should be worn to effectively prevent loose hair from falling into the food.

Clean utensils, rather than hands, should be used for mixing or handling foods that do not require further cooking.

Spoons should be used for tasting food. A used spoon is

not to be returned to the pot or bowl containing the food.

Dishwashing procedures

Employees should know the sanitation process of the dishmachine.

If sanitation is achieved by temperature, the final rinse temperature must be 180°F (82°C). If this final rinse temperature is not reached, there should be no further dishwashing until the problem has been corrected.

If the sanitation is achieved using a chemical solution, there should be daily checks on the strength of the solution. Check with your public health inspector for the correct procedure to use.

If there is only one employee to load and unload dishes, hands should be washed with soap and water or dipped in a sanitizing solution when going from the soiled end to the clean dish end of the machine.

Once dishes and cutlery are washed and sanitized, they should be allowed to air dry and only be handled by their rims or handles. Hands should not touch the part of clean dishes or cutlery that will be exposed to food or fluids.

Equipment Sanitation

Employees need to know and follow the standard procedures for cleaning and sanitizing equipment and preparation and serving areas.

The final rinse temperature for small equipment must be 180°F (82°C) or the equipment must be sanitized using a chemical solution. Many pieces of equipment can be washed in a mechanical dishwasher; for example, parts of choppers, grinders, mixers, blenders, manual can openers, small pots, pans and steam table inserts.

A chart of Food-borne Infections summarizing modes of transmission, susceptible foods and preventive measures and an illustration of Temperature Standards for Safe Food are included in Appendix B.

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Section Two

Resident Evaluation of Food and Meal Service

Resident Evaluation of Food and Meal Service

(Read columns down)

OBJECTIVE

Provision of food and meal service that meets the personal needs of the resident.

RATIONALE

For all ages, eating is a social experience. For those living in facilities, meals are main events of the day.

Food is often linked with happy memories of the past. Within reason, individual food preferences and religious and cultural backgrounds should be given consideration.

The dining room should provide a relaxed, pleasant atmosphere. It should be bright, clean and attractive with sufficient space for manoeuvering of wheelchairs or walkers.

Meal service should not be rushed. Positive personnel interaction with residents while serving meals encourages meal acceptance. "Food served with a smile tastes better."

Some residents may need more help than others in managing their meals. This help should be given in a way that is not embarrassing to the resident. Provision of privacy for those who may be disturbing to others at mealtime is another consideration. Above all, there should be "fun with food"; e.g., special occasion meals, birthday celebrations and activities that are food related.

OUTCOME CRITERIA

Resident response to the quality of food and meal service is evaluated.

A score of 2.4 or greater on the resident questionnaire indicates that meal service is acceptable.

CRITICAL TIME

Semi-annually or in response to menu changes and/or changed types of service.

Resident Evaluation of Food and Meal Service

(Read each column down)

OBJECTIVE

To evaluate resident response to the quality of food and meal service

STRUCTURE CRITERIA

- ☐ **The dining room is bright, clean and a size that can easily accommodate walkers and wheelchairs**
- ☐ **The surroundings are quiet and relaxed.**
- ☐ **There are sufficient staff serving the meals to avoid an atmosphere of rushing.**
- ☐ **There are sufficient staff to help those requiring assistance.**
- ☐ **There are sufficient staff to serve a breakfast tray in the resident's room, if so requested.**
- ☐ **There is provision for privacy or segregation of those residents embarrassed to eat with others or who may be disturbing to others.**
- ☐ **There is a space outside the dining room for posting the day's menu where it can be easily read by residents.**
- ☐ **Music sometimes adds to a relaxed atmosphere.**

PROCESS CRITERIA

- ☐ **Within reason there is consideration given to individual preferences.**
- ☐ **There is consideration given to the ethnic or religious backgrounds of the residents.**
- ☐ **There are special occasion meals, e.g., ethnic days, birthdays, special holidays.**
- ☐ **Plate returns are monitored for unpopular items.**
- ☐ **There are eating aids provided if needed, e.g., rimmed plates, utensils with padded handles. Refer to Appendix C.**
- ☐ **Residents are encouraged to chew. Minced and pureed foods are offered only when absolutely necessary.**
- ☐ **Mealtimes are not rushed. There is adequate time given the slow eaters.**
- ☐ **Second helpings are offered.**
- ☐ **Beverages are refilled.**
- ☐ **There is a Resident Council with regularly scheduled meetings for communicating wishes, ideas and constructive criticism.**

PROCEDURE

Resident responses to the meal questionnaire are often more positive if discussed previously at a Resident Council.

A sample letter of introduction is included on page 26.

Distribute the questionnaire to all residents or a randomly selected group. The residents may remain anonymous, though it is often helpful for the food service staff if the resident signs the form.

The Questionnaire should be accompanied by a return envelope addressed to the administrator with instructions for its return, e.g., please give to your nurse.

Scoring: Use the scoring format shown on form (see page 28).

STANDARD

Acceptable standard of meal service is 2.4.

Audits are the responsibility of the dietitian.

If the Standard is not met, action taken varies with the subject of the question below standard and is the responsibility of the dietitian.

Sample Letter of Introduction to the Meal Questionnaire

Dear Resident,

We are interested in your opinions of the food you are served and the way it is served.

Please complete the questions on the back of this letter.

Place the completed questionnaire in the envelope provided and return it to the nursing station.

You do not need to put your name on the questionnaire.

Thank you for your assistance.

(Signed by the Administrator)

Please Check the Box Which Applies:

	ALWAYS	MOST OF THE TIME	SOMETIMES	NEVER
1. Do your meals look attractive?				
2. Are the temperatures of your foods and drinks satisfactory?				
3. Does your food taste good?				
4. Do you eat most of the food you are offered?				
5. Do you receive all of the items you should: e.g., foods, drinks and cutlery?				
6. Have you been served pleasantly?				
7. Do you receive the help you need?				
8. Do you enjoy your meals?				
9. If you wanted to talk to someone about your meals, have you been able to do so?				

Do you have any suggestions for improvement?

Thank you for participating.

Adapted from British Columbia Dietitians' and Nutritionists' Association, British Columbia Hospital Programs, 1984

Scoring:

Using the scoring format (example below) or a blank questionnaire:
Compile all responses.
Identify date and survey group.
Assign points for each column as follows: ALWAYS x3 | MOST OF THE TIME x2 | SOME-TIMES x1 | NEVER x0 | SCORE # RESPONSES | AVERAGE SCORE

Multiply the responses x the assigned points and record the score in each box.
Total the score and the number of responses for each question.
Calculate the average score for each question.
Total the average scores and divide by 9.
This is the resident evaluation score.

Audit Standard:

The audit standard is 2.4. This indicates that meal service is acceptable.

SCORING	ALWAYS x3	MOST OF THE TIME x2	SOMETIMES x1	NEVER x0	SCORE # RESPONSES	AVERAGE SCORE
1. Do your meals look attractive?						
2. Are the temperatures of your foods and drinks satisfactory?						
3. Does your food taste good?						
4. Do you eat most of the food you are offered?						
5. Do you receive all of the items you should; e.g., foods, drinks and cutlery?						
6. Have you been served pleasantly?						
7. Do you receive the help you need?						
8. Do you enjoy your meals?						
9. If you wanted to talk about your meals, were you able to?						

DATE: _____
SURVEY GROUP: _____
STANDARD MET: ☐ YES ☐ NO ☐ ACTION

TOTAL 9

RESIDENT EVALUATION SCORE:

Adapted from British Columbia Dietitians' and Nutritionists' Association, British Columbia Hospital Programs, 1984

SAMPLE Scoring:

Using the scoring format (example below) or a blank questionnaire:
Compile all responses.
Identify date and survey group.
Assign points for each column as follows: ALWAYS x3 | MOST OF THE TIME x2 | SOME-TIMES x1 | NEVER x0 | SCORE # RESPONSES | AVERAGE SCORE

Multiply the responses x the assigned points and record the score in each box.
Total the score and the number of responses for each question.
Calculate the average score for each question.
Total the average scores and divide by 9.
This is the resident evaluation.

Audit Standard:

The audit standard is 2.4. This indicates that meal service is acceptable.

SCORING	ALWAYS x3	MOST OF THE TIME x2	SOMETIMES x1	NEVER x0	SCORE # RESPONSES	AVERAGE SCORE
1. Do your meals look attractive?	75	8	3		86 / 32	2.7
2. Are the temperatures of your foods and drinks satisfactory?	54	20	4		78 / 32	2.4
3. Does your food taste good?	54	14	7		75 / 32	2.3
4. Do you eat most of the food you are offered?	45	24	2	1	71 / 31	2.3
5. Do you receive all of the items you should; e.g., foods, drinks and cutlery?	48	20	5		73 / 31	2.4
6. Have you been served pleasantly?	84	4	1		89 / 31	2.9
7. Do you receive the help you need?	72	10	2		84 / 31	2.7
8. Do you enjoy your meals?	54	4	7	4	65 / 31	2.1
9. If you wanted to talk about your meals, were you able to?	66	8	4		78 / 30	2.6
					TOTAL	22.4

DATE: April 1 1986
SURVEY GROUP: Second Floor
STANDARD MET: ☑ YES ☐ NO ☐ ACTION

9

RESIDENT EVALUATION SCORE: 2.5

Adapted from British Columbia Dietitians' and Nutritionists' Association British Columbia Hospital Programs, 1984

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Section Three

Provision of Nutritious Food

Provision of Nutritious Food

(Read columns down)

OBJECTIVE	RATIONALE	OUTCOME CRITERIA	CRITICAL TIME
Provision of nutritious food.	**Food and nutrition are essential to good health in individuals of all ages.** **It is well documented that good nutrition can enhance the quality of life.**	**For a representative population of the facility, a 3-day dietary intake provides nutrients that meet 100% of the current Recommended Nutrient Intake (RNI) for Canadians, established by Health and Welfare Canada for the following nutrients: protein, vitamins A,D,E,K,C, thiamin, riboflavin, niacin, B^6, B^{12}, folacin, calcium, phosphorus, iron, magnesium, zinc and water. The caloric level is not to exceed 110% of the RNI requirements.** **Fibre intake should reflect the RNI guidelines.** NOTE: **Therapeutic diets as recommended by the dietitian/nutritionist and/or ordered by the medical practitioner, may require supplementation to meet this standard.**	**Throughout the individual's residency.**

MENU AUDIT

Nutritious Food Plans

(Read columns down)

OBJECTIVE

To evaluate the nutritional quality of food as planned.

PROCESS CRITERIA

- ☐ A four week cycle menu is posted in the kitchen area.
- ☐ Therapeutic and texture modifications are specified in the posted menu.
- ☐ There is an identification system of trays or meals for those residents on therapeutic diets.
- ☐ The Sample Meal Pattern on page 42 is recommended in writing menus.
- ☐ Snacks and norishments are specified in the menu.
- ☐ Three meals or their equivalent are served daily.
- ☐ The evening meal is not served before 1700 hours.
- ☐ Substitutions, if required, are recorded.
- ☐ Substitutions, if required, are made within the same food group.
- ☐ The Serving Size Standard chart is posted in the kitchen area. These standards are used in the purchase, production and service of menu items.
- ☐ The British Columbia Nutritional Care Manual is the reference to be used for therapeutic modifications.

PROCEDURE

1. Select three consecutive days from the menu, including nourishments.
2. Conduct a nutritional analysis of the food items served on these days.
3. Compare the nutrient intakes to the current Recommended Nutrient Intakes for a representative population of the facility for the following nutrients: protein, vitamins A,D,E,K,C, thiamin, riboflavin, niacin, B_6, B_{12}, folacin, calcium, phosphorus, iron, magnesium, zinc and water. Caloric level is to be within 110% of the RNI requirement. Fibre intake should reflect the RNI guidelines.

STANDARD

100% of the specified nutrients.

Menu audits are the responsibility of the facility or consultant dietitian.

If the Standard Is Not Met

ACTION PLAN:	SIGNATURE/TITLE	DATE ACTION TAKEN	DATE RESOLVED

MENU AUDIT

Nutritious Food Plans

(Read Columns down)

OBJECTIVE

To evaluate the nutritional quality of food as purchased.

PROCESS CRITERIA

- ☐ Food purchase records are maintained for one year and are used to verify the amounts served.
- ☐ There are adequate food supplies on hand to cover the menu requirements.

PROCEDURE

1. Select three food items.
2. Determine a 28-day usage of each of these items, using beginning inventory plus all purchases; minus closing inventory.
3. Tally the number of times each item is served in the corresponding 28-day menu cycle.
4. Determine the amount required each time the food item is served, based on the Serving Size Standards and the number of residents in the facility.
5. Compare the amounts required with the actual amounts used in the 28-day period for these 3 food items.

STANDARD

100% of required amounts.

Purchase audits are the responsibility of the facility or consultant dietitian.

If the Standard Is Not Met

ACTION PLAN:	SIGNATURE/TITLE	DATE ACTION TAKEN	DATE RESOLVED

PLANNING MENUS

The menu is the key to the basic operation of any food service. It is the starting point for all the activities in the food service department. A carefully planned menu is necessary to provide meals that will meet nutritional needs and that will fit within a set food budget.

Eye appealing and tasty food combinations should be considered in the planning of menus; food will contribute to nutrition in a cost effective way only if it is eaten.

CYCLE MENUS

Menus that are planned for several consecutive weeks and are repeated at the end of this time period are called cycle menus. These menus ensure the provision of a variety of foods and allow efficient use of staff and equipment.

The sample four week cycle menus included in Appendix D are suitable for the fall and winter seasons. These menus should be modified for the spring and summer seasons to reflect the fresh fruits and vegetables available then.

POSTED MENUS

Written menus for a period of seven days need to be posted in the kitchen area at the beginning of every week. The format for these menus should include space for naming alternative foods that may be necessary for certain diet requirements.

Texture modifications, if required, should also be included on the posted menu. This will ensure adequate nutrition and pleasing food combinations for those residents on minced or pureed diets. A format that would be useful in this planning task is included in Appendix D.

Substitutions or changes made during the week should be entered on the posted menu. This revised weekly menu should be kept for reference.

SAMPLE MEAL PATTERN

The sample meal pattern on page 42 is an outline of the food groups to be included in each meal of the day and in each between-meal nourishment. Using this pattern, three meals and three nourishments are required daily to ensure adequate nutrition.

The pattern for Workshop Lunches and Snacks in Appendix E is suitable for adults 25-49 years in Boarding Homes.

Replacements or substitutions must be within the same food groups to be nutritionally adequate.

The main meal of the day could be the evening meal if that is the pattern that best suits your facility. The evening meal should not, however, be served before 1700 hours.

The time intervals between breakfast and lunch and between lunch and supper should be approximately equal.

OTHER CONSIDERATIONS

Whole grain breads and cereals, bran and dried fruits are included in the meal pattern to increase the fibre content of the meals. Raw and cooked fruits and vegetables also provide fibre which will help bowel function.

Experiment with the presentation of raw fruits and vegetables to increase their acceptability. A fresh whole apple may not be eaten; fresh apple slices served on a sandwich plate may be readily accepted and enjoyed. Those requiring modification of the texture of food can often handle peeled raw fruit slices and enjoy fresh salads if they are finely grated, e.g., carrot salad, coleslaw and (grated) apple salad.

Wheat germ and debittered Brewer's yeast may be added to the cooked breakfast cereals and may also be included in soups, ground meat mixtures, casseroles, muffins and dessert toppings.

Adequate fluid intake is important in preventing constipation

and bladder infections and for the normal functioning of other body processes. Six to eight cups per day need to be consumed; larger quantities may be required during illness and in hot weather.

Milk and milk products should be offered with meals. A diet which is high in calcium and vitamin D, provided by milk, is essential for healthy bones.

Processed foods such as canned soups, soup bases and instant potatoes may contain large amounts of sodium and other additives and will become monotonous in flavour if used frequently.

It is recommended that the amount of fat, sugar and salt in the diet, be limited.

Variety in food items served is important for nutrition and meal acceptability; in addition, it increases the colour and interest of the meal. (The meal pattern for the main meal includes three vegetables; one starchy, one green and one other.) As the standard serving sizes are small, the overall cost of the meal is comparable to a pattern that includes only two vegetables; one starchy and one other (vegetable).

You may choose to use or modify the cycle menus included in the Appendix. Included in the appendix are lists of good food sources of the various nutrients and menu item suggestions that may be helpful in writing menus.

PROCEDURE FOR WRITING MENUS

Menus should be planned in the following order for all days of a 28-day cycle.

Meat or alternate entree; main meal

Meat or alternate entree; lighter meal

Potatoes or starch item for main meal; for lighter meal

Vegetables for main meal; for lighter meal

Garnishes

Salads

Desserts for main meal; for lighter meal

Soup

Gravy or sauce with each meal

Breakfast menu

Nourishment items

EVALUATION OF MENUS

1. Evaluate written menus, one day at a time, for inclusion of all food groups. To facilitate this procedure, write the meal pattern in the left hand column of the menu sheet, as shown in the sample cycle menus.

2. Consider the following for each meal:
   - pleasing colour combinations — not all one colour;
   - variety in flavours — mild with tart;
   - texture contrasts — soft with crisp;
   - variety in shape of foods — round with flat;
   - methods of preparation varied — not all creamed or all mashed;
   - colour and variety for minced and pureed modifications.

   The artistry of food combinations is very important. Visualize the completed meal to ensure a pleasing picture. Garnishes, as simple as a sprig of parsley, will add life and vibrancy to the completed meal.

   Presentation of modified texture meals needs consideration. For example, individual food items should be served separately on the plate; some pureed vegetables such as beets and spinach are more appealing if served individually in paper souffle coups. Individual casserole dishes for these meals provides interest.

3. Equipment needed for the preparation of each meal requires consideration to prevent an overloading of ovens or kettles.

4. The types and kinds of menu items that can be successfully used are dependent to a certain extent on the number of staff and their levels of knowledge and skills. Workloads should be evenly spaced; time consuming food items balanced with those requiring little preparation time.

5. The cost of meals planned is a very important consideration in menu evaluation. There is a sample of a raw food cost record in Appendix D.

   Compare costs per serving. Consider the cost of the edible food portion plus the cost of labour and utilities. It may be less expensive, on this basis, to purchase some foods "ready to eat". For example, compare the cost per serving of frozen cooked turkey breast to that of whole raw turkey. Processed pressed turkey rolls, though less expensive, are not recommended for reasons of quality and their high sodium content.

   Balance the costs of items. For example, expensive vegetables, such as sweet potatoes or parsnips, can be combined with less expensive entrees, such as meatloaf. Expensive items, such as roast beef, need to be spaced according to your budget; for example, not closer than a specified number of days.

   Establish purchasing procedures and standards.
   - Buy fresh produce in season.
   - Buy by weight, count or size.
   - Buy the container size with the lowest cost per unit, if the size is practical.
   - Purchase foods according to their use; for example, less expensive cuts of meat for soups and stews.
   - Check all incoming orders for quality and quantity.
   - Verify weights of items sold by weight such as meats.

   Proper food storage helps control costs. Refer to the storage guide on page 60, and Appendix F.

   Use standardized recipes to make sure the same quantity is obtained each time a food item is produced. This

procedure prevents waste that could occur with overproduction or production of an unusable food item.

Pay attention to plate returns. Unpopular items or too large portions are a waste of time and money.

Plan for the use of leftovers. You may plan for certain soups to follow certain meats, for example, Turkey Noodle to follow Roast Turkey. It should be a daily routine to check refrigerators for leftovers and plan their further use. If they are not to be used or if in doubt as to their safety, leftovers must be discarded.

Adhere to the Standard Service Sizes, listed on pages 43-45.

STANDARD SERVING SIZES

The table of serving sizes should be posted in the preparation/service area. The table, as shown on pages 43-45 defines the serving sizes of the various menu items according to caloric level requirements for elderly residents. An average elderly female resident requires those portion sizes listed under 1500 calories and the appropriate portions for the average elderly male resident are those listed under the 2000 calorie level.

The serving sizes, as shown in Appendix E, illustrate those required for adults 25 - 49 years of age in Boarding Homes.

These serving sizes may need adjustment on an individual basis by the facility or consultant dietitian.

PROTECTING FOOD FROM NUTRIENT LOSS

Care is needed in the preparation of food to minimize nutrient loss. The following are some examples of methods of preparation and service that preserve nutrients:

1. Limit excessive cutting or chopping of fruits and vegetables. Sharp blades help reduce vitamin loss.
2. Limit cooking times; if possible, cook vegetables just before the serving period. Cook vegetables only until tender.
3. Prepare vegetables as close to serving time as possible.
4. Use as little water as possible in cooking vegetables. Cook with steam if possible.
5. Boil or bake potatoes in the skins some of the time.
6. Use meat drippings in gravies or sauces.
7. Roast meats at lowered temperatures.
8. Cook foods in usable amounts to avoid or limit leftovers.
9. Time between cooking and serving should be as short as possible. Limit time that food must be held.

EVALUATION OF FOOD ITEMS PURCHASED AND CONSUMED

Menus, as planned, can satisfy the artistic and nutrition factors. It is also important to evaluate the food actually purchased, served and consumed over a stated period of time.

Purchase records need to be grouped and tallied according to food categories for a time period, e.g., one month. Inventories taken at the end of each month itemize the amount of the various food items on hand at that time. These amounts are the beginning inventory for the next month.

To determine the amount of a food item used in one month:

Inventory at the beginning of the month		_____units
plus	+	
Purchases for the month		_____units
minus	-	
Inventory at the ending of the month		_____units
equals	=	
Consumption for one month		_____units

To complete this evaluation:

Determine the amount of a food required each time it is served by adding the following:

Number of female residents multiplied by the standard serving size for females
Number of male residents multiplied by the standard serving size for males

Multiply this amount by the number of times the item is on the menu in that month

Compare this required total number of units to the total units actually consumed as determined by purchase and inventory records.

SAMPLE MEAL PATTERN

BREAKFAST

Water, Unsweetened Juice (citrus or vitamin C enriched)
Dried Fruit
Cereal, Whole Grain
Bran
* Wheat Germ
* Brewer's Yeast (debittered)
Milk, 2% or skim
Egg or Other Protein Food
Bread, Whole Grain
Jam, Jelly
Beverage

NOURISHMENT

Fresh Fruit
Beverage

LUNCH

Water
Unsweetened Juice
Meat, Fish, Poultry or Alternate
Vegetables
1. Starchy
2. Green
3. Other
Gravy or Sauce
Garnish
Bread, Whole Grain
Fruit or Milk Dessert
Beverage

NOURISHMENT

Fibre cookie
Beverage

SUPPER

Water
Soup or Unsweetened Juice
Entree (hot or cold) Meat, Fish, Poultry or Alternative
Bread, Whole Grain or Starchy Vegetable (hot or cold)
Garnish
Fruit or Milk Dessert
Beverage

NOURISHMENT

Bread, Whole Grain
Milk (hot or cold)

* Optional

SUGGESTED SERVING SIZES — FACILITY RESIDENTS

Average Age = 83 years

	Average Female 1500 calories	Average Male 2000 calories
BREAKFAST		
Juice, unsweetened	4 oz. 120 mL	4 oz. 120 mL
Prunes: pitted, pureed	2 oz. 90 mL	2 oz. 90 mL
Mixed with 1 oz. of prune juice		
Cereals, cooked	4 oz. 120 mL	4 oz. 120 mL
Bran	1 tbsp. 6.0 g	1 tbsp. 6.0 g
Wheat germ	1 tbsp. 7.5 g	1 tbsp. 7.5 g
Brewer's yeast, debittered	1 tsp. 2.7 g	1 tsp. 2.7 g
Brown sugar	1 tsp. 5.0 g	1 tsp. 5.0 g
Toast, whole wheat	1 slice	2 slices
Margarine	1/2 tsp. 2.5 g	1 tsp. 5.0 g
Eggs	1 medium	1 medium
Milk, skim	4 oz. 120 mL	4 oz. 120 mL
Milk, 2%		
Jam, Jelly or Marmalade	1/2 oz.	1/2 oz.
LUNCH MEAL		
Meats: lean, boneless, cooked	2 oz. 60 g	2 oz. 60 g
Stew	4 oz. 119 g	8 oz. 238 g
Fish: steamed	1.5 oz. 45 g	3 oz. 90 g
Chicken: boneless, cooked	2 oz. 60 g	2 oz. 60 g
with bone	2.5 oz. 75 g	3 oz. 90 g
Potatoes: whole	1/2 med. 50 g	1 med. 100 g
mashed	#16 scoop or 2 oz. 60 g	#8 scoop or 4 oz. 120 g
Rice: cooked	#16 scoop or 2 oz. 60 g	#8 scoop or 4 oz. 120 g
Vegetables: cooked	#20 scoop 48 g	#12 scoop 80 g
Coleslaw	#24 scoop 40 g	#16 scoop 60 g
Bread: whole grain		1/2 slice
Fresh apples, bananas, oranges,	1 med.	1 medium
peaches, pears	2 plus juice	2 plus juice
Plums: canned	4 plus juice	4 plus juice
Apricots: canned, halves	4 oz.	4 oz.
Fruit: other, canned	1 Dixie or ½ cup	1 Dixie or ½ cup
Ice cream		

SUGGESTED SERVING SIZES — FACILITY RESIDENTS

Average Age = 83 years

SUPPER MEAL	Average Female	1500 calories	Average Male	2000 Calories
Soup	4 oz.	120 mL	6 oz.	180 mL
Sandwich				
Bread: Whole Grain	1 slice		2 slices	
Margarine	1/2 tsp.	2.5 g	1 tsp.	5 g
Sliced Meat	2 oz.	60 g	2 oz.	60 g
Canned Fish	2 oz.	60 g	2 oz.	60 g
Cheese: Cheddar	1.5 oz.	45 g	2 oz.	60 g
SALAD BOWLS				
1. Cottage Cheese	#16 scoop	60 g	#8 scoop	120 g
Peach	1/4 med		1/4 med	
Pear	1/4 med		1/4 med	
Banana	1/4		1/4	
Melon: Cantaloupe				
or Honeydew	1/16		1/16	
or Plum	1		1	
Lettuce				
Parsley Sprig				
2. Sliced Ham	2 oz.	60 g	2 oz.	60 g
Tuna or Salmon	2 oz.	60 g	2 oz.	60 g
(mixed with celery, dressing)	#20 scoop	48 g	#12 scoop	80 g
Potato Salad	#16 scoop	60 g	#8 scoop	120 g
Tomato, Fresh	1/4 med		1/4 med	
or Celery	1 stalk, 3 inches		1 stalk, 3 inches	
Or Coleslaw	#24 scoop	40 g	#16 scoop	60 g
OTHER FOODS				
Hamburger: Pattie	1 (6 per pound)		1 (6 per pound)	
Bun, Whole Grain	1/2		1	
Tomato	1/4		1/4	
Lettuce				
Barbecued Beef or Turkey	2 oz.	60 g	2 oz.	60 g
Bun, Whole Grain	1/2		1	

Sauce	1 oz.	30 g	2 oz.	60 g
Pork and Beans	4 oz.	120 g	6 oz.	180 g
Macaroni and Cheese	6 oz.	180 g	8 oz.	240 g
Quiche	2.5 oz.	75 g	4 oz.	120 g
Asparagus	#12 scoop	80 g	#8 scoop	120 g
Cheese Sauce	1 oz.	30 g	2 oz.	60 g
Toast Cubes	1/2 slice		1 slice	
Bacon	1/2 slice	4 g	1 slice	8 g
Eggs Benedict	1 med. egg		2 med. eggs	
English Muffin, Whole Grain	1/2		1/2	
Sauce	1 oz.	30 g	2 oz.	60 g
Milk puddings	#8 scoop 4 oz.		#8 scoop 4 oz.	
Cakes with fruit				
Cake 1 1/2" x 1 1/2"	1 piece		1 piece	
Fruit	2 oz.	60 g	2 oz.	60 g

SNACKS

Morning:

Banana or Fresh Orange	1/4 equivalent in other fresh fruit

Afternoon:

Fibre Cookie.	Examples: oatmeal/raisin, fig newton

Evening:

Milk, 2%	4 oz.
Bread, whole grain	1/2 slice
Margarine	1/4 tsp.

Note: Suggested serving sizes given for meats, fish, and poultry are the weights *after* cooking. (cooking losses approximate 1/3.) These serving sizes may require adjustment in accordance with individual requirements and food preferences.

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Section Four

Provision of Quality Food and Meal Service

Provision of Quality Food and Meal Service

(Read columns down)

OBJECTIVE	RATIONALE	STRUCTURE CRITERIA	OUTCOME CRITERIA	CRITICAL TIME
Provision of quality food and meal service.	For most residents, mealtime is the highlight of the day. The presentation of each meal is important. Colourful, flavourful meals stimulate appetites and interest. Other factors that influence a resident's enjoyment of meals are proper food temperatures, e.g., "Hot foods hot; cold foods cold". Accurately set, attractive trays or tables say "we care". Meals should be served on time, in a friendly, courteous manner.	There needs to be adequate refrigeration for perishable food items. Serving equipment should be able to maintain proper food temperatures throughout the preparation and serving period.	Meal service is evaluated by conducting an audit as shown on page 52. The following items are considered: — Accuracy table setting food items portion sizes — Sensory evaluations aroma temperature appearance taste texture — Nutritional adequacy — Timing Minimal acceptable scores for this audit are: Total Meal Service 75 points (75%) Sensory Evaluation Only 42 points (70%)	Audit quarterly, or as required.

Provision of Quality Food and Meal Service

(Read columns down)

OBJECTIVE

To evaluate the quality of food and meal service.

PROCESS CRITERIA

- ☐ **Quality food items are purchased from approved sources.**
- ☐ **Perishable food items are stored according to established standards.**
- ☐ **Foods are prepared and/or served following standardized procedures.**
- ☐ **Standardized recipes are used in food preparation.**
- ☐ **All food items are tasted prior to meal service.**
- ☐ **The time interval between a product being finished for service and reaching the resident is minimal.**

PROCEDURE

Complete sections A-G of the Meal Service Audit form on p. 52, 53 if conducting a Total Meal Service Evaluation.

Complete section G of the Meal Service Audit form if conducting a Sensory Evaluation only.

STANDARD

Total Meal Service Audit
75 points (75%)
Sensory Evaluation only
42 points (70%)

Audits are the responsibility of the dietitian, and/or may be delegated to the food service supervisor.

If the Standard Is Not Met

Remedial action plan to be completed and implemented, as soon as possible.

QUALITY ASSURANCE MEAL SERVICE AUDIT

Instruction & Scoring

Objective

To evaluate the quality of a meal received by a resident by conducting an audit of the meal which stresses five aspects:

1. Total Tray Appearance
2. Sensory Evaluation of food items served; i.e., aroma, temperature, appearance, taste, texture
3. Accuracy of
   Tray Items
   Food Items
   Portion Sizes
4. Nutritional adequacy of the complete meal as outlined by the Sample Meal Pattern on page 42
5. Timing

Procedure

1. Observe and sample meal as served to resident.
2. In the Sensory Evaluation section, foods should be scored according to normal expectations. However, descriptions when applied to some menu items will require special interpretation; i.e., if lack of aroma is the expected (e.g., milk), it is ranked the highest and 'appropriate' is circled. Similarly, lack of texture (milk, coffee) may be considered 'perfect'.
3. To conduct a Total Meal Service Evaluation, complete sections A-G of the Meal Service Audit form on pages 52, 53. To conduct a Sensory Evaluation only, complete section G of the form.
4. Record scores from the audit on the Meal Service Audit Summary form on pages 56, 57.
5. While the audit is designed for use by dietetic staff, the Sensory Evaluation could be completed by other staff, visitors, or residents.

Scoring

Each response is weighed differently to reflect its importance in the overall score.

		Maximum Score	Standard
A. Table setting appearance		6	4
B. Accuracy:	Table setting	3	2
C.	Food items	9	9
D.	Portion sizes	9	9
E. Nutrition		12	8
F. Timing		1	1
G. Sensory:	Aroma	6	6
	Temperature	12	8
	Appearance	18	12
	Taste	13	10
	Texture	9	6

Total Meal Service Evaluation (A-G)
75 points out of a possible 100 = 75%

Sensory Evaluation (G)
42 points out of a possible 60 = 70%

QUALITY ASSURANCE
MEAL SERVICE AUDIT

AREA: _____
EVALUATOR: _____
DATE: _____
MEAL: _____
DIET TYPE: _____

CIRCLE THE APPROPRIATE SCORES

A.	Is overall TABLE SETTING APPEARANCE:	Correct and Appropriate; i.e., Attractive, without Stains, Chips or Spills?	YES — No Errors NO — One Error — Two Errors — Three Errors	6 4 2 0
B.	ACCURACY Is TABLE SETTING:	Correct and Appropriate; i.e., Cutlery, Dishes, Napkins, Condiments?	YES — No Errors NO — One Error — Two Errors — Three Errors	3 2 1 0
C.	Are FOOD ITEMS:	Correct and Appropriate; According to the Menu; i.e., The Diet or Texture Modifications?	YES — No Errors NO — One Error — Two Errors — Three Errors	9 6 3 0
D.	Are PORTION SIZES:	Correct and Appropriate; as specified, i.e., Measure, size?	YES — No Errors NO — One Error — Two Errors — Three Errors	9 6 3 0
E.	NUTRITION How many FOOD GROUPS included?		Four Groups Three Groups Two Groups One Group	12 8 4 0
F.	TIMING Was MEAL SERVED AS SCHEDULED		YES NO — Early — Late	1 0 0

TOTAL SECTION A — F

G. SENSORY EVALUATION

MENU ITEM								
AROMA	Appropriate	6	Appropriate	6	Appropriate	6	Appropriate	6
	Inappropriate	0	Inappropriate	0	Inappropriate	0	Inappropriate	0
TEMPERATURE	Correct	12	Correct	12	Correct	12	Correct	12
	Adequate	8	Adequate	8	Adequate	8	Adequate	8
	Inadequate	4	Inadequate	4	Inadequate	4	Inadequate	4
	Unacceptable	0	Unacceptable	0	Unacceptable	0	Unacceptable	0
APPEARANCE	Looks Great	18	Looks Great	18	Looks Great	18	Looks Great	18
	Attractive	12	Attractive	12	Attractive	12	Attractive	12
	Passable	6	Passable	6	Passable	6	Passable	6
	Unattractive	0	Unattractive	0	Unattractive	0	Unattractive	0
TASTE	Delicious	15	Delicious	15	Delicious	15	Delicious	15
	Flavourful	10	Flavourful	10	Flavourful	10	Flavourful	10
	Not Unpleasant	5	Not Unpleasant	5	Not Unpleasant	5	Not Unpleasant	5
	Unappetizing	0	Unappetizing	0	Unappetizing	0	Unappetizing	0
TEXTURE	Perfect	9	Perfect	9	Perfect	9	Perfect	9
	Acceptable	6	Acceptable	6	Acceptable	6	Acceptable	6
	Tolerable	3	Tolerable	3	Tolerable	3	Tolerable	3
	Unacceptable	0	Unacceptable	0	Unacceptable	0	Unacceptable	0
TOTALS								

TOTAL SECTION G **AVERAGE OF TOTALS**

Adapted from British Columbia Dietitians' and Nutritionists' Association/British Columbia Hospital Programs, 1984

SAMPLE
QUALITY ASSURANCE
MEAL SERVICE AUDIT

AREA: Kitchen
EVALUATOR: L. Case
DATE: April 2 / 1986
MEAL: Lunch
DIET TYPE: General

CIRCLE THE APPROPRIATE SCORES

A. Is overall TABLE SETTING APPEARANCE: Correct and Appropriate; i.e., Attractive, without Stains, Chips or Spills?

YES	— No Errors	6
NO	— One Error	(4) Stained coffee cup
	— Two Errors	2
	— Three Errors	0

B. ACCURACY
Is TABLE SETTING: Correct and Appropriate; i.e., Cutlery, Dishes, Napkins, Condiments?

YES	— No Errors	(3)
NO	— One Error	2
	— Two Errors	1
	— Three Errors	0

C. Are FOOD ITEMS: Correct and Appropriate; According to the Menu; i.e., The Diet or Texture Modifications?

YES	— No Errors	(9)
NO	— One Error	6
	— Two Errors	3
	— Three Errors	0

D. Are PORTION SIZES: Correct and Appropriate; as specified, i.e., Measure, size?

YES	— No Errors	9
NO	— One Error	(6) Gravy too large serving
	— Two Errors	3
	— Three Errors	0

E. NUTRITION
How many FOOD GROUPS included?

Four Groups	12
Three Groups	(8) No milk group
Two Groups	4
One Group	0

F. TIMING
Was MEAL SERVED AS SCHEDULED

YES		1
NO	— Early	(0)
	— Late	0

TOTAL SECTION A — F 30

G. SENSORY EVALUATION

MENU ITEM	Shepherd's Pie		Squash		Pudding		Tea	
AROMA	Appropriate	(6)	Appropriate	(6)	Appropriate	(6)	Appropriate	(6)
	Inappropriate	0	Inappropriate	0	Inappropriate	0	Inappropriate	0
TEMPERATURE	Correct	12	Correct	12	Correct	12	Correct	12
	Adequate	(8)	Adequate	(8)	Adequate	(8)	Adequate	8
	Inadequate	4	Inadequate	4	Inadequate	4	Inadequate	(4)
	Unacceptable	0	Unacceptable	0	Unacceptable	0	Unacceptable	0
APPEARANCE	Looks Great	18	Looks Great	18	Looks Great	18	Looks Great	(18)
	Attractive	(12)	Attractive	12	Attractive	12	Attractive	12
	Passable	6	Passable	(6)	Passable	(6)	Passable	6
	Unattractive	0	Unattractive	0	Unattractive	0	Unattractive	0
TASTE	Delicious	15	Delicious	15	Delicious	15	Delicious	15
	Flavourful	(10)	Flavourful	10	Flavourful	(10)	Flavourful	10
	Not Unpleasant	5	Not Unpleasant	(5)	Not Unpleasant	5	Not Unpleasant	(5)
	Unappetizing	0	Unappetizing	0	Unappetizing	0	Unappetizing	0
TEXTURE	Perfect	9	Perfect	9	Perfect	9	Perfect	(9)
	Acceptable	(6)	Acceptable	(6)	Acceptable	(6)	Acceptable	6
	Tolerable	3	Tolerable	3	Tolerable	3	Tolerable	3
	Unacceptable	0	Unacceptable	0	Unacceptable	0	Unacceptable	0
TOTALS		42		31		36		42

TOTAL SECTION G 151 **AVERAGE OF TOTALS** 38

Adapted from British Columbia Dietitians' and Nutritionists' Association/British Columbia Hospital Programs, 1984

SUMMARY
MEAL SERVICE AUDIT

DATE_____

A-F

RECORD SCORES FROM AUDIT	MAXIMUM SCORE	STANDARD	SCORE	STANDARD MET	NOT MET
A. APPEARANCE — Overall	6	4			
B. ACCURACY — Table Setting	3	2			
C. — Food Items	9	9			
D. — Portion Sizes	9	9			
E. NUTRITION	12	8			
F. TIMING	1	1			
TOTALS	40	33			

G (SENSORY EVALUATION)

RECORD SCORES FROM AUDIT	MAXIMUM SCORE	STANDARD	FOOD ITEM	AVERAGE SCORE	STANDARD MET	NOT MET
G. SENSORY						
— Aroma	6	6				
— Temperatures	12	8				
— Appearance	18	12				
— Taste	15	10				
— Texture	9	6				
TOTALS	60	42				

	MAXIMUM SCORE	STANDARD	TOTAL A-F PLUS AVERAGE OF G	STANDARD MET	NOT MET
TOTAL MEAL SERVICE EVALUATION	100%	75			

WHEN STANDARD NOT MET:

LIST PROBLEMS IDENTIFIED

REMEDIAL ACTION PLAN	SIGNATURE	DATE ACTION TAKEN	RECURRING PROBLEM	DATE RESOLVED

SIGNATURE

Adapted from British Columbia Dietitians' and Nutritionists' Association, British Columbia Hospital Programs, 1983

58 # SAMPLE SUMMARY

MEAL SERVICE AUDIT

DATE April 2/86

A-F

RECORD SCORES FROM AUDIT	MAXIMUM SCORE	STANDARD	SCORE	STANDARD MET	NOT MET
A. APPEARANCE — Overall	6	4	4	✓	
B. ACCURACY — Table Setting	3	2	3	✓	
C. — Food Items	9	9	9	✓	
D. — Portion Sizes	9	9	6		✓
E. — NUTRITION	12	8	8	✓	
F. — TIMING	1	1	0		✓
TOTALS	40	33	30		✓

G (SENSORY EVALUATION)

RECORD SCORES FROM AUDIT	MAXIMUM SCORE	STANDARD	FOOD ITEM Shrimp	Spinach	Pudding	Tea	AVERAGE SCORE	STANDARD MET	NOT MET
G. SENSORY — Aroma	6	6	6	6	6	6	6	✓	
— Temperatures	12	8	8	8	8	4	7		✓
— Appearance	18	12	12	6	6	18	11		✓
— Taste	15	10	10	5	10	5	8		✓
— Texture	9	6	6	6	6	9	7	✓	
TOTALS:	60	42	42	31	36	42	39		✓

	MAXIMUM SCORE	STANDARD	TOTAL A-F PLUS AVERAGE OF G	STANDARD MET	NOT MET
TOTAL MEAL SERVICE EVALUATION	100%	75	69		✓

WHEN STANDARD NOT MET:

LIST PROBLEMS IDENTIFIED

1. Stained cups
2. Serving sizes - gravy
3. Tea - temperature; flavour
4. Squash - appearance; taste
5. Pudding - appearence

REMEDIAL ACTION PLAN	DATE ACTION TAKEN	RECURRING PROBLEM	DATE RESOLVED
1. Review with staff, procedures for destaining cups	April 2		
2. Purchase correct size ladel for gravy	April 4		
3. Check tea making procedure; amount of tea used; water temperature; serving methods.	April 2		
4. Squash overcooked; review methods of preparation; timing; temperature of oven.	April 2		
5. Garnish pudding with orange twist	April 3		

SIGNATURE

Adapted from British Columbia Dietitians' and Nutritionists' Association British Columbia Hospital Programs, 1984

Purchasing Quality Items

Written Specifications

There needs to be an accurate, written description (specification) of your food requirements and standard of quality. This is important whether you buy as an individual facility or buy in combination with others.

A simple system involves the use of a filing card for specifications with each card itemizing the following information:

- name of item
- quality — grade, trade name
- size of unit
- units per case
- price per unit

Quantity Needs

Quantity needs are determined by the following:

- numbers to be served
- records of usage
- portion sizes
- standardized recipes
- loss or shrinkage in preparation
- storage space available

It is usually a cost advantage to purchase items in institutional sizes. However, some items may be required only occasionally or to meet the special requirements of a resident and for these items, the size of unit purchased should be smaller, e.g. tomato sauce, tomato ketchup.

Quality Needs

Quality is determined to a large extent by standards established by governmental agencies. These standards describe the foods in terms of appearance and quality factors.

References listed in Appendix A provide information on grades and standards for the various food items. These reference booklets are free of charge and should be a part of every facility's library.

Food items should be purchased only from approved sources that are required to meet established standards of quality and safety. Where there is any doubt, consult with the local Public Health Inspector.

Check all incoming orders for quantity and quality. Return items when the quality received does not meet your specifications. Canned goods with bulging ends, rusty or leaky tins should not be accepted. Perishable items greater than 50°F (10°C) should not be accepted.

STORAGE GUIDE

Staple Foods

Staple foods should be stored on shelves in a cool, dry, well ventilated area. This area should maintain temperatures of 50°-60°F (10°-15°C). Temperatures higher than 70°F (21°C) may affect the quality of dry goods.

A space of eight to twelve inches between the lowest shelf and the floor is needed for ventilation and cleaning purposes.

Canned goods do not need to be removed from their cases. Flour and cereal products, once opened, need to be stored in washable, non-absorbing bins or containers with tight

fitting lids. Whole grain flours and wheat germ should be stored in refrigerators.

Rotation of stock when supplies are received ensures "first in, first out".

Perishable Foods

Perishable foods should be placed in the correct temperature as soon as received. Rotation of these items is also required: "first in, first out".

Recommended Refrigerator Temperatures are:

Meats, Fish, Poultry Dairy Products, Eggs	33° - 40°F	* 2° - 6°C
Frozen Food	0°F or below	-18°C or below

Care of Refrigerated Foods

The condition of the food stored in a refrigerator should be checked daily. Unusable portions should be discarded.

Foods should be stored off the floor and evenly spaced to allow air circulation.

Store foods that give off odours away from foods that will absorb such odours. For example, butter, eggs, milk and cheese absorb odours; cabbage, onions and fish release odours.

Hot, cooked foods should be stored in covered shallow containers no more than two inches deep to enable the food to chill quickly.

Cold prepared items such as sandwich fillings should be covered or wrapped and labelled with the name of the item and the date of refrigeration.

If in doubt as to the length of storage time of cooked foods, discard them.

* should read 0° - 4°C

Frozen Foods

Frozen meats, fish and poultry should be defrosted in the refrigerator unless they are to be cooked in the frozen state. It is not safe to refreeze such items once they have been thawed.

For additional information on food storage, see Appendix F.

Standardized Preparation Methods

To ensure the quality of foods served, there must be consistently applied standard methods of food preparation.

Standardized recipes, established for all production items will mean a consistent product is obtained each time the product is prepared.

Several reference books listed in Appendix A provide good sources of standard methods of food preparation and standardized recipes. At least one of these books should be included in your kitchen library.

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Section Five

Evaluation of Resident's Nutritional Status

Evaluation of Resident's Nutritional Status

(Read columns down)

OBJECTIVE

To evaluate the Resident's Nutritional Status.

RATIONALE

Nutritional care is defined as a health service that helps individuals of all ages maintain or re-establish a positive state of well being.

Many residents have complex and multiple physical and emotional problems that can influence nutritional needs.

Medications may decrease the appetite and at the same time increase the need for certain nutrients.

Procedures should be established that evaluate each resident's nutritional needs on a regular basis. There should also be procedures for identifying a resident whose physical condition has suddenly changed. Action must be taken if such a change alters nutritional needs.

INTERMEDIATE CRITERIA

Each resident's nutritional status is assessed within ten days of admission, using the Nutritional Assessment form on page 68.

A Nutrition Care Plan is developed and implemented based on the needs identified in the assessment. The Nutrition Care Plan is shown on page 70.

This completed form, dated and signed, becomes a part of the resident's permanent health record. Refer to page 76 for the delegation of assessment and documentation responsibilities.

Scheduled, documented evaluation of the Nutrition Care Plan is required for each resident.

OUTCOME CRITERIA

Maintain or re-establish a positive state of well being for each resident

An audit of the Clinical Standards Check List measures 80% or greater.

CRITICAL TIME

Within 14 days of admission nutritional status is assessed.

Within 14 days of admission a Nutrition Care Plan is implemented. Evaluation of the Nutrition Care Plan is completed within three months of admission.
Group 1: Annually thereafter
Group 2: Quarterly thereafter

Exceptions: In response to precipitating conditions or as recommended by the resident's physician.

OBJECTIVE

To evaluate the Resident's Weight and Height

RATIONALE

Ideal weight for height is difficult to determine and evaluate in elderly residents.

Weight history, however, is in general, an indicator of nutritional status.

Sudden weight changes need to be interpreted in light of other physical findings.

INTERMEDIATE CRITERIA

Weight and height of each resident, on admission, is to be recorded in the Nutritional Assessment Form.

Weight of each resident is to be documented each month in the health record.

Documentation of appropriate intervention is required if the following weight changes are noted:

(1) Weight more or less than 10% of normal for the individual

(2) Unexplained weight loss.

OUTCOME CRITERIA

Stable weight status maintained for each resident.

CRITICAL TIME

Within 14 days of admission weight and height is recorded.

Weight is recorded each month.

Evaluation of Resident's Nutrition Status

(Read columns down)

OBJECTIVE

(a)
To evaluate the following:
assessment and documentation of a resident's nutritional status on a regular basis;

provision of appropriate dietary intervention;

provision of supplements when required

(b)
To ensure the following:
resident's weight and height is recorded upon admission;

weight is recorded at subsequent monthly intervals

PROCESS CRITERIA

- ☐ A therapeutic diet ordered by the physician is implemented (on admission and/or when ordered)
- ☐ Accuracy of a therapeutic diet as served, is monitored.
- ☐ Supplements are provided for intervention as ordered by a medical practitioner or dietitian.
- ☐ A Nutritional Assessment form is completed within 14 days of admission.
- ☐ An Initial Nutrition Care Plan is developed and implemented within 14 days of admission.
- ☐ A written procedure for nutritional care responsibilities should include the responsibilities of a Food Service Supervisor, a Dietitian and the Nursing Department.
- ☐ A dietary record should include the following details from the Nutrition Care Plan:
  - Therapeutic diet
  - Food Allergies
  - Texture Modifications
  - Feeding Aids
  - Food dislikes

PROCEDURE

Select at random 10% (or a minimum of 10) of the residents' health records.

Complete the Clinical Standards Check List on page 74 indicating whether or not each criteria has been met.

The criteria listed may not apply to all residents.
For example, a resident's weight may be stable, thus negating the need for intervention.

Total the number of times each criteria is met.

Total the number of times each criteria applies.

Calculate the percent of time each criteria is met:
e.g.,

$$\% = \frac{\text{\# of times criteria met}}{\text{\# of times criteria applies}}$$

The standard to be met is 80%.

The audits are the responsibility of the dietitian.

IF THE STANDARD IS NOT MET

Provincial or Municipal Nutritionist at her/his discretion will take appropriate action.

- ☐ A method of tray or meal identification shall be established.
- ☐ A routine is established for monitoring residents in relation to:
  - Food Acceptance
  - Appetite
  - Intake (nutrients, fluids)
  - Appropriate portion size
  - Chewing or swallowing problems
- ☐ A schedule is developed and followed for periodic evaluation of each resident's Nutrition Care Plan
- ☐ Weights are recorded each month.
- ☐ Weight records are monitored each month.

Nutritional Assessment/ Initial Nutrition Care Plan

1. Identifying Information

Resident's Name

Sex Birthdate Admission Date

Physician's Name

2. Diagnosis

3. Diet Order

4. Food Allergies

5. Medications

Vitamin Supplements

Laxatives

6. Physical Data

Height

Weight

Usual Weight

Swallowing	G	F	P	Dentures	U	L	Used
Chewing	G	F	P	Able to feed self			
Hearing	G	F	P	Assisted			
Sight	G	F	P	Fed			
Mobility	G	F	P	Feeding Aids			
Use of arms/hands	L	R					

GROUP 1
Routine Nutritional Care

Resident records or direct observations indicate:

- ☐ No recent weight fluctuations
- ☐ Physically able to eat independently
- ☐ Food and fluids consumed each meal ≥ 90%
- ☐ Absence of diagnosed chronic conditions with nutritional implications
- ☐ Absence of decubitus ulcers
- ☐ Normal bowel functions without laxatives
- ☐ Acceptable lab values
- ☐ Food intolerance

GROUP 2
At Nutritional Risk

Resident records or direct observations indicate:

- ☐ Weight more or less than 10% of individual's usual weight
- ☐ Weight change of ____ kg
- ☐ Handicapping conditions from (6)
- ☐ Poor or changed appetite
- ☐ Milk or egg intolerance or allergy
- ☐ Fluid intake of < 1500 mL daily
- ☐ Decubitus ulcers
- ☐ Chronic constipation/diarrhea
- ☐ Food/drug interactions
- ☐ Chronic physical/emotional conditions with nutritional implications
- ☐ Lab values outside acceptable range

Nutrition Care Plan

EVAL—UATION DATE	PROBLEM	OBJECTIVE	APPROACH	TARGET DATE	SIGNA-TURE

Monthly Weight and Height Record

Resident: Physician:

* Admission Month
or
3 Months Prior to Starting New Sheet.

Approx. Height cm in.

SAMPLE
Monthly Weight and Height Record

Resident: Jane Hughes Physician: R. Robert

* MONTH ADMISSION	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.

73

* Admission Month or 3 Months Prior to Starting New Sheet.

Approx. Height cm in.

Clinical Standards Check List

Name and/or Chart Number

CRITERIA	Criteria Met Applies	% Time Criteria Met
Resident's Weight Recorded Upon Admission		
Resident's Height Recorded Upon Admission		
Nutritional Assessment Form Completed Within 14 Days		
Appropriate Nutrition Care Plan Developed		
Documented		
Implemented		
Weight Recorded at Monthly Intervals		
Documentation of Appropriate Intervention When Significant Weight Changes Noted		
Documentation That Nutrition Care Plan is Reviewed:		
— Within 3 Months of Admission		
— Annually — Routine Nutritional Care *Or*		
— Quarterly — At Nutritional Risk		
— In Response to Precipitating Conditions		
— As Recommended by Physician		

Average of Total % Time Criteria Met

SAMPLE
Clinical Standards Check List

Name and/or Chart Number

CRITERIA	Room 210	225	236	238	216	220	242	219	245	212	Criteria Met / Applies	% Time Criteria Met
Resident's Weight Recorded Upon Admission	✓	✓	✓	—	✓	✓	✓	✓	✓	✓	9/10	90
Resident's Height Recorded Upon Admission	—	—	✓	—	✓	—	—	—	✓	—	3/10	30
Nutritional Assessment Form Completed Within 14 Days	✓	✓	—	—	✓	✓	—	—	✓	—	5/10	50
Appropriate Nutrition Care Plan Developed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10	100
Documented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10	100
Implemented	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10	100
Weight Recorded at Monthly Intervals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10/10	100
Documentation of Appropriate Intervention When Significant Weight Changes Noted	n/a	✓	n/a	n/a	✓	✓	n/a	✓	✓	✓	6/6	100
Documentation That Nutrition Care Plan is Reviewed:												
— Within 3 Months of Admission	✓	✓	✓	✓	✓	✓	—	✓	—	—	7/10	70
— Annually — Routine Nutritional Care Or	✓		✓	✓			✓		✓		8/10	80
— Quarterly — At Nutritional Risk		✓			✓	✓		—		—		
— In Response to Precipitating Conditions	n/a	✓	n/a	n/a	✓	✓	n/a	—	n/a	✓	4/5	80
— As Recommended by Physician	n/a	n/a	n/a	n/a	✓	✓	n/a	n/a	n/a	✓	3/3	100

Average of Total % Time Criteria Met 83%

Nutritional Assessment and Care Plan

The Nutritional Assessment is a useful tool for developing a plan of nutrition intake for a resident in relation to their needs. The form on page 68 is to be completed within 14 days of the resident's admission and becomes a permanent part of their health record.

Parts (1) through (6) of the assessment form may be completed by a qualified food service supervisor. If the criteria listed in Group 1 i.e. "Routine Nutritional Care", are met and there are no criteria under Group 2 applicable, i.e. "At Nutritional Risk", the Nutrition Care Plan on page 70 may be completed, dated and signed by the food service supervisor.

Criteria in Group 2, i.e. "At Nutritional Risk", must be interpreted by a qualified dietitian. Evaluation of the initial Nutrition Care Plan by a qualified dietitian is to be completed and documented for all residents within three months of their admission; annually thereafter for those requiring routine nutritional care; quarterly thereafter for those residents meeting one or more "At Nutritional Risk" criteria.

Dietary Records

Records for meal or tray identification need to include where applicable:

Therapeutic modifications
Food allergies
Food restrictions due to any current medications
Feeding aids
Portion sizes when differing from the standard
Food dislikes
Beverage preferences

To be effective, these records must be kept current.

Monitoring at Meal Times

Monitoring at meal times is perhaps the most efficient way of noting:

Food acceptance
Fluid consumption
Adequacy of portion sizes
Changes in ability to chew
Mechanical difficulties, e.g., cutting, lifting, placement of items.

Monitoring at meal times is usually a shared responsibility of the dietitian, food service supervisor, dietary and nursing staff.

Shared Responsibilities

Written policies and procedures delineate responsibilities.

1. Role of the Director of Food Service Department

Responsibility for accomplishing the basic objectives and day to day operation of a safe food service may be delegated to a qualified dietitian or a qualified food service supervisor. This person is ultimately responsible for ensuring delivery of meals and nourishments to residents.

2. Role of the Dietitian

Eligible, through training and experience, for membership in the B.C. Dietitians' and Nutritionists' Association.

Ensures that menus as planned and as served meet the current Recommended Nutritional Intakes for Canadians as published by Health and Welfare, Canada.

Monitors meal service and acceptance.

Involved in team conferences, pharmacy and therapeutic reviews.

Develops criteria to ensure each resident receives adequate nutrition. Identifies conditions which place residents at nutritional risk and sets nutritional criteria to improve or maintain their nutritional status.

Interprets objective assessment data; charts and signs initial Group 2 Nutrition Care Plan and all evaluations.

3. Role of the Food Service Supervisor

Eligible, through training and experience, for membership in the Canadian Food Service Supervisors Association.

May gather and chart objective data for residents' nutritional assessments (parts 1 through 6). If all Criteria in Group 1 are met i.e., "Routine Nutritional Care", and there are no criteria in Group 2, i.e. "At Nutritional Risk", the food service supervisor may complete the Initial Nutrition Care Plan.

Monitors meal service and acceptance.

May not evaluate or interpret "At Nutritional Risk" data.

4. Role of the Nursing Department

The Nursing Department may be designated as being responsible for the following:

Monitoring of meal service; nourishments; fluid consumption

Identifying changes in resident's status.

Communicating to food service supervisor and/or dietitian:

sudden changes in a resident's physical condition
new diet orders from the resident's physician
persistent changes in eating/drinking patterns of a resident

Monthly weighing of each resident

Documentation of weights in health records

Communication

Team conferences, with representation from all members of the health care team, help integrate specific goals and approaches for nutritional care into the total care plan for each resident. These conferences, on a regularly scheduled basis, should include the dietitian.

Sharing observations about a resident's behaviour and patterns help all members of the team focus on the "whole" person. Identifying problems in the initial phase allows for intervention, e.g., preventive measures can be taken.

Weight Status

Weights, monitored regularly by the dietitian, can be an objective indicator of nutritional status. In some cases, nursing staff enter monthly weight data in a special notebook, transferring this information to the health record at a later date.

An example of the graph used for documenting weights in the health record is shown on page 73. A reference table of weight for height is included in Appendix H.

To calculate a percent weight change, the following formula may be used:

$$\frac{\text{Usual Weight} - \text{Actual Weight}}{\text{Usual Weight}} \times 100$$

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Appendices

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APPENDIX A

Recommended Reference Texts and Pamphlets

* *Nutritional Care of the Older Person in a Nursing Home*, Bureau of Nursing Home Affairs, Washington State Department of Social and Health Services, April, 1981.

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* At the time of printing, there was no charge for these publications.

APPENDIX B1 Food-Borne Infections

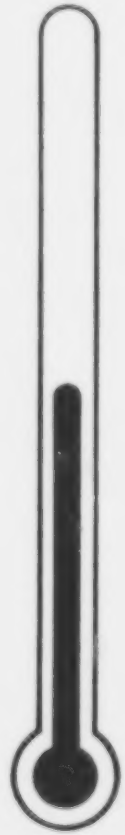
ORGANISM	MODE OF TRANSMISSION	SUSCEPTIBLE FOODS	PREVENTIVE MEASURES
SALMONELLA	Ingestion of improperly cooked foods from polluted water or diseased animals. Direct or indirect contact with fecal matter.	Poultry, eggs, egg products, salads, dairy products, shellfish, meats, smoked fish, soups, sauces, gravies.	Good employee hygiene. Thoroughly cook susceptible foods, and refrigerate or serve immediately. Do not use cracked or Grade C eggs. Do not drop pieces of eggshell into mixtures. Products containing raw, unpasteurized eggs should not be used: e.g., eggnogs. Avoid cross contamination. Store raw foods and cooked foods separately. Clean meat slicers, choppers, mincers and cutting boards after each use.
STAPHYLOCOCCUS	Ingestion of food infected by careless food handlers. Pus from cuts, boils or bacteria carried on the skin. Sneezing, coughing or improper use of disposable tissue.	Custards, chopped foods such as chicken, fish or meats. Gravies and soups with high protein content.	Good employee hygiene. Careful food handling. Employees free from infections. Thoroughly cook susceptible foods, and refrigerate or serve immediately. Clean meat slicers, choppers, mincers and cutting boards after each use.

CLOSTRIDIUM BOTULINUM	Ingestion of food which has been prepared or preserved by methods which do not destroy the spores and which permit toxin formation.	Home-canned vegetables and fruits. Unwashed produce, particularly those grown in the ground.	If extending leftovers, raw foods need to be brought to a temperature of 165° (or 212°C) before combining. The combination should then be brought up to 165°F again.
PERFRINGENS	Intestinal tract of humans and animals. Direct and indirect fecal contamination Flies Kitchen dust	Meat Meat gravy	Maintain strict time-temperature controls for meats, gravies. Cooking and reheating to be 165° or higher. Cooked meats held on hot food table where temperature of meat does not go below 140°F. Cleanliness of employees. Avoid cross contamination e.g., use separate work surfaces for raw and cooked meats. Wash hands after working with raw meat and before handling cooked food. Clean meat slicers, choppers, mincers and cutting boards after each use.
CAMPYLOBACTER	Intestinal tract of a wide variety of wild and domestic fowl, animals and pets (puppies, kittens). Feces from infected poultry may contaminate surface of eggs.	Wild birds, e.g., ducks, geese Domestic fowl Raw milk	Wash hands after contact with animals. Avoid cross contamination e.g., wash hands after working with raw meat or poultry and before handling cooked food. Clean meat slicers, choppers, mincers and cutting boards after each use. Use pasteurized milk. Wash fruits and vegetables to be eaten raw.

* should read

If extending leftovers where there is a risk of contamination with botulism spores, raw foods need to be brought to a temperature of 212°F (100°C) before combining. The combination should then be brought up to 212°F again.

APPENDIX B2 Temperature Standards for Safe Food



212°F (100°C)

Boiling

Vegetative cells of bacteria die; spores may survive

Cooking Food

165°F (74°C)

Most bacteria will not multiply, but survive

Holding hot food hot for service

140°F (60°C)

DANGER ZONE
Keep food out of this temperature range

Exceptions: **short** periods during actual preparation and during chilling of warm batches

* 40°F (6°C)

Chilled food

Most bacteria will not multiply, but survive

0°F (-18°C)

Frozen food

Some bacteria survive

** The temperature range of 40-140°F (6-60°C) is called the DANGER ZONE because bacteria grow most rapidly within this range.

It is imperative that perishable foods, when found in the DANGER ZONE, be brought to safe temperatures as quickly as possible.

* should read 40°F (4°C)

** should read 40-140°F (4-60°C)

APPENDIX C Aids to Assist Those With Feeding Problems

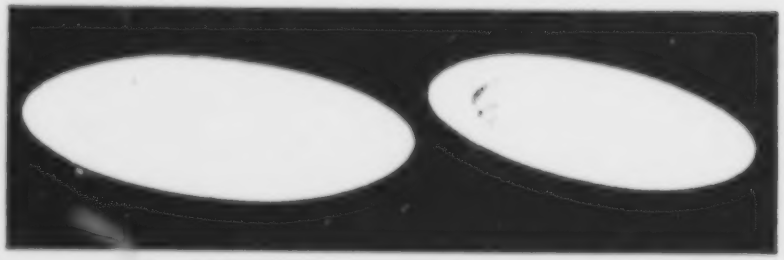
"Aids to Assist Those with Feeding Problems" was compiled by the Occupational Therapy Department, Victoria General Hospital (Fairfield, Victoria, B.C.).

Items described and illustrated are available from:

Fred Sammons Incorporated
6934 Kinsmen Court, P.O. Box 1003
Niagara Falls, Ontario L2E 6W2

Cardon Rehabilitation Products
3206 Wharton Way
Mississauga, Ontario
L4X 2C1

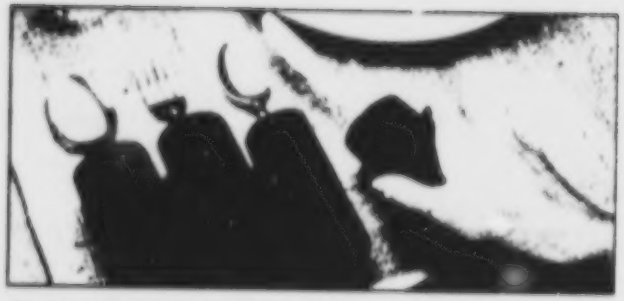
These items may also be available, on order, from local specialty pharmacies.



Designed to push food against high concave side. Benefits those with hemiplegia or poor coordination.

PLATE GUARD

Clamps onto a regular plate, to prevent food sliding off the plate while securing it to cutlery. Comes in plastic or metal in various sizes. (uses — as above)



BUILT UP UTENSIL HANDLES

— used by those who have a weak grasp
— comes in various sizes with hard or soft handles
— diswasher safe

UNIVERSAL CUFF

Fits over palm of hand. Has pocket to attach cutlery or other items into, for those who cannot grasp. Made of webbing with velcro fastening.

RUBAZOTE

Cylindrical foam padding by the yard that can be cut to fit over cutlery handles to make them larger.
Used by those who have weak grasp.

NON-SLIP MATTING (DYCEM)

— a non-slip plastic matting, comes in a roll, may be cut to size.

also available from sailing/boating stores

WHEELCHAIR CUP HOLDER

— clips on wheelchair
— has large handle cup supplied
— has a cover with drinking hole

(Alternatively a container may be made from a small tin can fixed to the upright wheelchair frame with roller-type clips. This could double as an ashtray.)

NOTE:

Many feeding problems can be avoided by ensuring that the patient is positioned so as to make optimum use of his/her limited function.

In cases where an Occupational Therapy consult is indicated, or for further information on this section please contact the "British Columbia Society of Occupational Therapists" at 2254 W. 12th Avenue, VANCOUVER, B.C. V6K 2N5.

CUP HOLDERS

1. **Single Handle Holder**
   Clips around any size glass. Open handle. Used by those with poor grip, or poor muscle strength.

2. **Bilateral Glass Holder**
   — Used for poor co-ordination or extreme weakness.
   — Clips around any size glass.

3. **Vacuum Cup**
   — Used for drinking when reclined.
   — Flow of liquid is controlled by sucking motion.
   — Has a button to control flow when needed.

APPENDIX D1 Cycle Menu Sample... Elderly Residents

WEEK 1

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice	Orange	Apple	Cranberry	Orange	Apple	Cranberry	Orange
Fruit	Stewed Prunes	Grapefruit	Stewed Prunes	Apple Slices	Stewed Prunes	Orange Sections	Prunes
Cereal	Oatmeal	Red River	Oatmeal	Red River	Oatmeal	Red River	Oatmeal
Bran	✓	✓	✓	✓	✓	✓	✓
Brown Sugar	✓	✓	✓	✓	✓	✓	✓
Protein*	Soft Cooked Egg	Poached Egg	Scrambled Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Pancakes Whole Grain with Maple Syrup Fresh Fruit Garnish
Bread	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate Bran Muffin	
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
A.M. Snack Beverage	Fresh Fruit Portions Milk, Juice, Water, Tea or Coffee						
LUNCH							
Water							
Juice	✓	✓	✓	✓	✓	✓	✓
Meat or Alternate	Shepherd's Pie with Mashed Potato Topping	Oven Baked Chicken	Breaded Cod	Beef and Vegetable Stew	Pork Chops in	Savoury Meatloaf	Roast Turkey Cranberry Sauce
Gravy/Sauce		Cream Style Gravy	Parsley Sauce		Mushroom Gravy	Mushroom Gravy	Gravy
Vegetable							
1. Starchy		Parsley Boiled Potato	Oven Browned Potato	Whole Wheat Biscuit	Mashed Potato	Baked Potato	Parsley Boiled Potato
2. Green	Broccoli	Green Beans	Green Peas	Tossed Green Salad	Chopped Spinach	Green Beans	Brussel Sprouts
3. Other	Glazed Parsnips	Carrot Fingers	Scalloped Tomato		Carrot/Raisin Salad	Corn Niblets	Beet Slices
Garnish	Parsley	Cranberry		Parsley		Parsley	

Garnish	Parsley	Cranberry Sauce		Parsley		Parsley	
Fruit/Dessert	Pears	Apricots	Plum Crisp	Peach Slices	Chunky Apple Sauce	Raspberry Flan	Flavoured Ice Cream
Bread/Bun	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
P.M. Snack	Whole Grain Cracker						
Beverage	Milk, Tea or Coffee						

SUPPER

Water							
Soup or Juice	Lentil Soup	V8 Juice	Cream of Mushroom	Cream of Tomato	Orange Juice	Cream of Asparagus	Beef Barley
Meat or Alternate	Salmon Sandwich	Macaroni and Cheese	Salad Bowl: Sliced Ham, Potato Salad	Grilled Cheese Sandwich	Chicken Tettrazzini	Tuna Salad Sandwich Alternate: Egg Salad Sandwich	Cottage Cheese and Fruit Salad Bowl
Bread	Whole Wheat	Whole Wheat Melba Toast	Whole Wheat Roll				Carrot Muffin
Vegetable	Beet Slices Cucumber Slices	Coleslaw	Jellied Vegetable Celery Sticks	Waldorf Salad	Tomato Slices	Tossed Green Salad	
Garnish	Parsley			Parsley	Parsley		
Fruit/Dessert	Fresh Fruit Salad	Lime Jellied Fruit with Topping	Pineapple Upside Down Cake with Topping	Chocolate Pudding with Topping and Fresh Orange Twist	Date or Cranberry Squares	Blueberry Crumble	Lemon Meringue Tarts
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
H.S. Snack							
Milk Beverage							
Bread/Crackers	Whole Wheat and Margarine						

*Peanut Butter, Cheddar Cheese, Sausage or Bacon

WEEK 2

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice	Orange	Apple	Cranberry	Orange	Apple	Cranberry	Orange
Fruit	Stewed Prunes	Orange Sections	Stewed Prunes	Apple Slices	Stewed Prunes	Grapefruit	Prunes
Cereal	Oatmeal	Red River	Oatmeal	Red River	Oatmeal	Red River	Oatmeal
Bran	✓	✓	✓	✓	✓	✓	✓
Brown Sugar	✓	✓	✓	✓	✓	✓	✓
Protein*	Soft Cooked Egg	Poached Egg	Scrambled Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Waffles Whole Grain with Maple Syrup Fresh Fruit Garnish
Bread	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate Bran Muffin	
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
A.M. Snack Beverage	Fresh Fruit Portions Milk, Juice, Water, Tea or Coffee						
LUNCH							
Water							
Juice	✓	✓	✓	✓	✓	✓	✓
Meat or Alternate	Breaded Veal Cutlets	Sausages	Chicken Pot Pie	Scalloped Cod Alternate: Salisbury Steak	Grilled Liver Alternate: Roast Pork	Pot Roast Beef	Baked Ham Alternate: Meatballs
Gravy/Sauce	Gravy				Onion Gravy	Gravy	Gravy
Vegetable:							
1. Starchy	Mashed Potato	Potato Au Gratin	Mashed Potato Topping	Oven Brown Potato	Mashed Potato	Parsley Boiled Potato	Scalloped Potato
2. Green	Broccoli	Baby Lima Beans	Fresh Spinach Salad	Wax Beans	Green Peas	Green Beans	Broccoli
3. Other	Carrot Coins	Cauliflower		Beet Slices	Carrot Salad	Mashed Turnip	Diced Squash

Garnish				Lemon Twist Parsley			
Bread/Bun Fruit/Dessert	Whole Wheat Pineapple Chunks	Whole Wheat Fresh Fruit Salad	Whole Wheat Peach Slices	Whole Wheat Apricots	Whole Wheat Apple Betty	Whole Wheat Pears	Whole Wheat Ice Cream with Frozen Raspberries
Milk Tea or Coffee	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓
P.M. Snack Beverage	Whole Grain Cracker Milk, Tea or Coffee						

SUPPER

Water Soup or Juice	V8 Juice	Beef Noodle Soup	Orange Juice	Split Pea Soup	Cranberry Juice	Tomato Juice	Borscht
Meat or Alternate	Mushroom Quiche	Salmon Loaf with Parsley Sauce Hash Brown Potatoes	Barbecue Beef on Whole Wheat Bun	Egg Salad Sandwich	Asparagus on Whole Wheat Toast Cheese Sauce Bacon	Home Style Baked Beans Corn Bread	Salad Bowl: Tuna Salad/ Lemon Wedge Potato Salad
Bread	Whole Wheat Bread			Whole Wheat Bread			Whole Wheat Melba Toast
Vegetable	Cucumber Slices Tomato Slices	Green Beans	Coleslaw		Tomato Slices/ Lettuce	Tossed Green Salad	Tomato Wedges Jellied Vegetable
Garnish	Parsley			Celery Sticks Orange Wedges			Alternate: Turkey Sandwich
Fruit/Dessert	Rhubarb Crisp	Strawberry Shortcake Custard Sauce	Baked Apple with Yoghurt Topping Alternate: Apple Square	Cherry Flan with Topping	Fresh Fruit Trifle	Banana Pudding with Fresh Orange Slices	Deep Dish Plum Pie
Milk Tea or Coffee	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓	✓ ✓
H.S. Snack Milk Beverage Bread/Cracker	Whole Wheat and Margarine						

WEEK 3

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice	Orange	Apple	Cranberry	Orange	Apple	Cranberry	Orange
Dried Fruit	Stewed Prunes	Orange Sections	Stewed Prunes	Apple Slices	Stewed Prunes	Grapefruit	Prunes
Cereal	Oatmeal	Red River	Oatmeal	Red River	Oatmeal	Red River	Oatmeal
Bran	✓	✓	✓	✓	✓	✓	✓
Brown Sugar	✓	✓	✓	✓	✓	✓	✓
Protein*	Soft Cooked Egg	Poached Egg	Scrambled Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Pancakes Whole Grain with Maple Syrup Fresh Fruit Garnish
Bread	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate: Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate: Bran Muffin	
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
A.M. Snack	Fresh Fruit Portions						
Beverage	Milk, Juice, Water, Tea or Coffee						
LUNCH							
Water							
Juice							
Meat or Alternate	✓ Beef Steak and Kidney Pie	✓ Lemon Baked Chicken	✓ Salmon Chunks Alternate: Lasagna	✓ Shepherd's Pie	✓ Sweet and Sour Pork	✓ Scalloped Finnan Haddie Alternate: Swiss Steak	✓ Roast Beef Yorkshire Pudding
Gravy/Sauce		Cranberry Sauce					Gravy
Vegetable:							
1. Starchy		Sweet Potato Casserole	Creamed Potato	Mashed Potato Topping	Brown Rice	Baked Potato	Mashed Potato
2. Green	Brussel Sprouts	Spinach	Broccoli	Chopped Cabbage	Green Peas	Cut Green Beans	
3. Other	Glazed Parsnips	Beet Slices	Wax Beans	Baked Squash	Red Cabbage	Carrot Coins	Cauliflower au Gratin
Garnish			Lemon Slice Parsley				Beets
Bread/Bun	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat

Fruit/Dessert	Peach Slices	Pears	Apricot Crisp	Chunky Applesauce	Vanilla Pudding on Banana Slices	Fresh Fruit Salad	Pineapple Chunks
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
P.M. Snack	Whole Grain Cracker						
Beverage	Milk, Tea or Coffee						

SUPPER

Water							
Soup or Juice	Beef Bouillon	Minestrone	Cream of Vegetable	Split Pea Soup	Beef Barley Soup	Orange Juice	Clam Chowder
Meat or Alternate	Macaroni and Cheese	Open Face Deluxe Cheese Burger	Salad Bowl: Assorted Cold Cuts	Eggs Benedict	Grilled Cheese Sandwich	Turkey Divan	Fresh Fruit Plate Assorted Cheeses
Bread, Whole Wheat		Whole Wheat Bun		Whole Wheat English Muffin			Rye Krisp/ Rye Bread
Vegetable	Tossed Green Salad	Tomato Slices Lettuce	Potato Salad Tomato Aspic Coleslaw	Tomato Slices on Alfalfa Sprouts	Apple Slices	Tossed Green Salad	
Garnish	Parsley	Dill Slices			Parsley		Parsley
Fruit/Dessert	Fresh Fruit Salad Oatmeal Crisp Cookie	Creamy Rice/ Raisin Pudding	Lemon Cake Top Pudding	Ice Cream with Frozen Strawberries	Peach Upside Down Gingerbread	Cran-Apple Flan	Date Square
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
H.S. Snack							
Milk Beverage							
Bread/Cracker	Whole Wheat and Margarine						

WEEK 4

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice	Orange	Apple	Cranberry	Orange	Apple	Cranberry	Orange
Dried Fruit	Stewed Prunes	Grapefruit	Stewed Prunes	Apple Slices	Stewed Prunes	Orange Sections	Prunes
Cereal	Oatmeal	Red River	Oatmeal	Red River	Oatmeal	Red River	Oatmeal
Bran	✓	✓	✓	✓	✓	✓	✓
Brown Sugar	✓	✓	✓	✓	✓	✓	✓
Protein*	Soft Cooked Egg	Poached Egg	Scrambled Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Waffles Whole Grain with Maple Syrup Fresh Fruit Garnish
Bread	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate: Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast Alternate: Bran Muffin	
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
A.M. Snack Beverage	Fresh Fruit Portion Milk, Juice, Water, Tea or Coffee						
LUNCH							
Water							
Juice							
Meat or Alternate	✓ Turkey a la King	✓ Savoury Meatloaf	✓ Roast Pork	✓ Filet of Sole with Lemon Sauce Alternate: Beef Stew	✓ Chicken Fricasse	✓ Swiss Steak	✓ Roast Lamb Mint Sauce
Gravy/Sauce		Mushroom Gravy	Apple Sauce Gravy				Gravy
Vegetable:							
1. Starchy	Whole Grain Biscuit	Mashed Potato	Parsley Boiled Potato	Oven Browned Potato	Brown Rice	Mashed Potato	Parsley Boiled Potato
2. Green	Green Peas	Brussel Sprouts	Green Beans	Coleslaw	Broccoli	Spinach	Green Beans
3. Other	Carrot and Apple Salad	Kernel Corn	Mashed Turnip	Carrots	Wax Beans	Baked Squash	Cauliflower au Gratin
Garnish				Parsley			
Bread/Bun	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat	Whole Wheat
Fruit/Dessert	Ice Cream	Banana	Apricots	Peach Slices	Pears	Rhubarb Crunch	Fresh Fruit Salad

Fruit/Dessert	Ice Cream	Banana	Apricots	Peach Slices	Pears	Rhubarb Crunch	Fresh Fruit Salad
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
P.M. Snack	Whole Grain Cracker						
Beverage	Milk, Tea or Coffee						

SUPPER

Water							
Soup or Juice		Cream of Green Pea	Creole	Julienne Vegetable	V8 Juice	Cream of Chicken	Lentil Soup
Meat or Alternate	Beef and Vegetable Quiche	Fish Sticks Lemon Sauce Alternate: Hamburger on 1/2 Whole Wheat Bun	Turkey Sandwich	Home Style Pizza	Cheese Souffle	Salad Bowl: Cottage Cheese and Fruit	Ham Sandwich Whole Wheat Bread Apple Slices Parsley
Bread, Whole Wheat	Whole Wheat Bread		Whole Wheat Bread	Whole Wheat Crust		Rye Krisp/ Rye Bread	
Vegetable	Tossed Green Salad	Carrot Sticks on Lettuce	Cranberry and Orange Gelatin on Lettuce	Pickled Beet Slices	Cucumber Slices Tomato Slices		
Garnish	Tomato Slices Parsley	Parsley	Parsley	Parsley	Parsley		
Fruit/Dessert	Plum Crumble	Vanilla Pudding with Fresh/Frozen Strawberries	Lemon Snow Custard Sauce	Pineapple Cheesecake	Individual Cherry Tarts/ Topping	Bread Puddi ; Orange/Raisin	Raspberry Shortcake
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
H.S. Snack							
Milk Beverage							
Bread/Cracker	Whole Wheat and Margarine						

APPENDIX D2 Example of Menu Format Suitable for Posting In Kitchen Area

DAY/WEEK	MONDAY/WEEK 1						
MEAL PATTERN	GENERAL	MODIFICATIONS REQUIRED FOR INDIVIDUAL PREFERENCES	MEAT ONLY MINCED	MEAT PLUS VEGETABLES MINCED	THERAPEUTIC MODIFICATIONS		
					DIGESTIVE	DIABETIC	OTHER e.g. LOW SODIUM
BREAKFAST							
Water		e.g. Mrs. Brown Prune Juice					
Juice	Orange		○	○	○	○	
Stewed Fruit	Prunes, Pureed		○	○	○	○	
Cereal	Oatmeal/Bran		○	○	○	○	
Milk	4 Ounces		○	○	○	○	
Protein	Soft Cooked Egg		○	○	○	○	
Bread	Toast, Whole Wheat		○	Bread, Whole Wheat	○	○	
Spread	Grape Jelly		○	○	○	Diet Jelly	
Beverage	Tea or Coffee		○	○	○	○	
A.M. SNACK							
Fresh Fruit	Banana Pieces		○	○	○	○	
Beverage	Milk		○	○	○	○	
	Tea or Coffee		○	○	○	○	
LUNCH							
Water							
Juice	○		○	○	○	○	
Meat or Alternate	Shepherd's Pie		○	○	Shepherd's Pie	○	
			○	○	No Onions, No Pepper	○	

Meat or Alternate	Shepherd's Pie	○	○	Shepherd's Pie	○
		○	○	No Onions, No Pepper	○
Gravy or Sauce	Gravy	○	○		○
Vegetables: 1. Starchy	(Mashed Potato Topping)	○	○	○	○
2. Green	Broccoli	○	Minced Broccoli	Spinach	Broccoli
3. Other	Glazed Parsnips	○	Mashed Parsnips	Parsnips	Parsnips
Garnish					
Bread/Bun	Whole Wheat				
Fruit	Pears	○	Minced Pears	Pears	Diabetic Pears
Milk	○	○	○	○	○
Beverage	Tea or Coffee	○	○	○	○
SUPPER					
Water Soup or Juice	Lentil Soup	○	○	○	○
Meat or Alternate	Salmon Salad Sandwich (Celery Finely Chopped)	○ ○ ○	○ ○ ○	○ ○ ○	○ ○ ○
Vegetables	Beet Slices Cucumber Slices on Lettuce	○ ○	Tomato Juice	Beet Slices Parsley	○ ○
Bread	Whole Wheat	○	No Crusts	○	○
Garnish	Parsley Sprig	○	○	○	○
Dessert	Fresh Fruit	○	Minced Fruit Salad	Digestive Fruit Salad	Diabetic Fruit Salad
Milk	○	○	○	○	○
Beverage	Tea or Coffee	○	○	○	○
H.S. SNACK					
Milk Beverage	Hot Chocolate	○	○	○	○
Bread/Cracker	Whole Wheat	○	○	○	○
	Margarine	○	○	○	○

APPENDIX D3 Good Dietary Sources Of Certain Nutrients

Vitamin A	Whole or fortified milk, fortified margarine, butter, eggs, liver, kidney, tomatoes, cantaloupe, dark green vegetables, yellow-fleshed vegetables and fruits.
Thiamin	Whole grain and enriched breads and cereals, wheat germ, brewer's yeast, pork and other meat, fish, poultry, peas, legumes.
Riboflavin	Milk, whole grain and enriched breads and cereals, liver, kidney, heart, eggs, leafy green vegetables.
Niacin	Liver, meat, fish, poultry, peanuts, peanut butter, legumes, bran, whole grain and enriched bread and cereals, brewer's yeast.
Vitamin C	Citrus fruits and juices, vitaminized apple juice, most berries, tomatoes and their juice, cantaloupe, mango, papaya, cabbage, broccoli, cauliflower, brussel sprouts, spinach, green pepper, turnip, white potato.
Vitamin D	Eggs, fortified milk, butter, fortified margarine, fish liver oils.
Vitamin E	Vegetable oils, wheat germ, green leafy vegetables, whole grain breads and cereals, nuts, legumes, egg yolk.
Folate	Liver, kidney, brewer's yeast, mushrooms, asparagus, broccoli, lima beans, spinach, orange juice, lemons, bananas, strawberries, cantaloupe.
Vitamin B_6 (Pyridoxine)	Dark green leafy vegetables, whole grain cereals, meat, liver, peas, eggs, brewer's yeast, salmon, peanuts.
Vitamin B_{12} (Cobalamin)	All animal foods; is not found in plant sources.
Iron	Liver, kidney, red meat, dried fruits, egg yolk, dark green leafy vegetables, whole grain and enriched breads and cereals.
Calcium	Milk and dairy products, canned sardines and salmon with bones, broccoli, egg yolk, greens.
Phosphorus	Milk, fish, meat, poultry, egg, whole grain cereals, nuts, cheese.
Magnesium	Dark green leafy vegetables, whole grain breads and cereals.
Iodine	Iodized salt, salt water fish and shellfish, seaweed.
Zinc	Whole grain cereals, dark green leafy vegetables, strawberries, meat, liver, oranges.
Potassium	Meat, fish, poultry, beef, beef liver, veal, pork, ham, bacon, chicken (light meat), fresh fish, sardines, scallops. Fruits: dried apricots and peaches, prunes, figs, dates, bananas, cantaloupe, watermelon oranges. Juice: prune, orange, orange-grapefruit,

tangerines, pineapple, tomato.
Vegetables: tomatoes, carrots, yams, squash, broccoli, potato, sweet potato, brussel sprouts, cauliflower, lentils, dried peas and beans.

Milk, ketchup, brown sugar, molasses, chocolate, cocoa, bran, cereals, brewer's yeast, low sodium, baking powders, many salt substitutes.

Sodium

The following foods are high in sodium, and should be used in moderation:
Table Salt (sodium chloride), Sea Salt

Smoked, processed or cured meats and fish, such as ham, bacon, corned beef, cold cuts, frankfurters, sausage, tongue, salt pork, chipped beef, anchovies.

Meat extracts, bouillon cubes, meat sauces.

Salted foods such as potato chips, nuts and popcorn.

Prepared condiments, relishes, Worcestershire sauce, ketchup, pickles, prepared mustard, olives.
Vegetable salts and flakes, such as onion, garlic or celery salt, celery and parsley flakes.
Sodium in any form, such as sodium benzoate as a preservative or monosodium glutamate as a flavouring aid.

Adapted from
B.C. Diet Manual 1980/84

APPENDIX D4

Table of Equivalents and Conversions

Scoop Sizes:

No. 8	4 ounces
No. 12	2-3/8 ounces
No. 16	2 ounces
No. 20	1-5/8 ounces
No. 24	1-1/3 ounces
No. 30	1 ounce

Weights:

1 ounce = approximately 30 g
1 pound = 16 ounces = 454 g
2.2 pounds = 1 kilogram

Measures:

3 teaspoons = 1 tablespoon = 15 mL
2 tablespoons = 1 full ounce
16 tablespoons = 1 cup = 8 fluid ounces = 240 mL

Imperial Measures (Canadian and British) Soft Metric

2-1/2 cups = 1 pint = 20 ounces = 600 mL
5 cups = 1 quart = 40 ounces = 1200 mL
4 quarts = 1 gallon = 160 ounces = 4800 mL
1000 mL = 1 litre

American Measures:

2 cups = 1 pint = 16 ounces = .47 litres
4 cups = 1 quart = 32 ounces = .946 litres
4 quarts = 1 gallon = 128 ounces = 3785 mL

APPENDIX D5 Menu Item Suggestions

LUNCH ENTREES

- Beef
  - Corned Beef
  - Ground
    - Hamburgers
    - Meatloaf
    - Meatballs/Sweet and Sour Sauce
    - Swedish Meatballs
    - Salisbury Steak
    - Shepherd's Pie
  - Stew
  - Steak and Kidney Pie
  - Stroganoff
  - Short Ribs, Barbecued
  - Roast
    - Pot Roast
    - Hot Beef Sandwich
    - Baron of Beef/Dip
  - Steak
    - Minute
    - Swiss
    - Spanish
- Pork
  - Chops
  - Cutlets
  - Spare Ribs
  - Stew/Sweet Potato Topping
  - Sweet and Sour
  - Sausages
- Ham (cured)
  - Baked Glazed
  - Steak
- Lamb
  - Chops
  - Roast Leg
  - Stew, Irish
    - Curried
- Veal
  - Chops
  - Cutlets
  - Roast
  - Scallopini
- Chicken
  - a la King
  - Barbecued
  - Curried
  - Fricasse
  - Oven Baked
  - Pot Pie
- Turkey
  - a la King
  - Roast
  - Pot Pie
  - Hot Turkey Sandwich
- Fish (Cod, Halibut, Sole, Salmon, Red Snapper)
  - Baked, Breaded
  - Pan Fried
  - Poached
  - Scalloped
- Other
  - Liver Pan Fried with Onions or Bacon
  - Baked Stuffed Heart
  - Beef Tongue/Horseradish Sauce

SUPPER ENTREES

Beef
- Beef Biscuit Roll/Mushroom Gravy
- Barbecued on Hamburger Bun
- Cabbage Rolls
- Chili con Carne
- Chop Suey
- Hamburger/Deluxe
  - Cheeseburger
- Hot Beef Sandwich/Gravy
- Lasagna
- Pizza
- Sloppy Joe/Cornbread
- Spaghetti Creole

Pork
- Chop Suey
- Sausage Apple Casserole
- Sausages/Corn Fritters
- Tourtiere

Ham
- Casserole with Lima Beans
- Sandwich
  - Grilled
  - Reuben

Chicken or Turkey
- Barbecued on Hamburger Bun
- Turkey Divan en casserole
- a la King/Patty Shells/Potato Nests
- Lasagna
- Sandwich: Hot Turkey/Gravy
  - French Toasted
  - Turkey Reuben
- Tetrazzini

Fish
- Fish with Chips
- Fish Cakes
- Fish Sticks
- Breaded Filet Burger
- Divan en casserole
- Salmon Loaf or Patties
- Tuna Loaf or Patties
- Sardines on Toast
- Sandwich, French, Toasted

Cheese
- Cheese Fondue
- Cheese Rarebit
- Cheese Souffle
- Grilled Sandwich
- Macaroni and Cheese

Eggs
- Eggs Benedict
- Omelet
  - Cheese
  - Mushroom
  - Spanish
- Poached
- Quiche Lorraine
  - Mushroom
  - Asparagus
  - Salmon
  - Feta/Spinach
- Scrambled
- Souffle

Other
- Sweet/sour Soybeans on Rice
- Baked Navy Beans
- Wieners and Beans
- Asparagus/Toast/Cheese Sauce
- Tomatoes/Toast/Cheese Sauce
- Lentil Burgers
- Pizza
- Tofu Burgers
- Chili

VEGETABLES

1. Starchy
- Potato
  - Baked
  - Boiled
  - Browned
  - Duchess
  - Lyonnaise
  - Mashed
  - O'Brien
  - Pan fried
  - Scalloped
- Sweet Potato
  - Baked
  - Glazed
  - Mashed
  - Casserole with Applesauce
- Noodles
- Rice, Brown

2. Green
- Asparagus
- Beans
  - Cut, Green
  - French Cut
  - Wax
  - Baby Lima
- Broccoli
  - Steamed
  - au Gratin
- Brussel Sprouts
- Cabbage
  - Steamed
  - au Gratin
  - Creamed
- Chard
- Celery, Braised
- Peas
- Spinach
- Zucchini

3. Other
- Beets
  - Sliced
  - Diced
  - Orange Glazed
  - Harvard
- Carrot
  - Coins
  - Julienne
  - Mashed
  - Mashed with Parsnips
- Cauliflower
  - au Gratin
  - Creamed
- Corn
  - Cream Style
  - Niblets
- Onions
  - Baked
  - Creamed
  - Creole
- Parsnips
  - Glazed
  - Mashed
- Squash
  - Baked
  - Cubed
- Tomato
  - Baked
  - Stuffed
  - Scalloped
- Turnips
  - Mashed
  - Scalloped
- Vegetable Marrow
  - Baked

SALADS

- Asparagus
- Green Beans with Dill
- Three Bean Salad
- Beets
  - Pickled Slices
  - Grated Raw
- Cabbage
  - Cole Slaw with
    - Carrot
    - Apple
    - Pineapple
    - Peanuts
- Carrot Strips
  - Raw
  - Grated Raw with
    - Apple
    - Raisin
    - Pineapple
- Celery Strips
  - Stuffed with Cheese
  - Hearts
- Cucumber
  - Strips
  - Slices
- Salad Greens
  - Lettuce
  - Fresh Spinach
- Potato
- Tomato
  - Slices
  - Wedges
- Turnip
  - Julienne Strips
- Macaroni
- Waldorf

- Gelatin Combinations
  - Apple Nut
  - Cranberry-Orange-Walnut
  - Tomato Aspic
  - Perfection
  - Cucumber Mousse

SOUPS

- **Cream Soups**
  - Asparagus
  - Broccoli
  - Carrot
  - Celery
  - Chicken
  - Corn
  - Mushroom
  - Pea
  - Potato
    - with Leeks
  - Tomato
- **Chowders**
  - Corn
  - Clam
  - Potato
- **Other**
  - Bean and Bacon
  - Beef and Barley
  - Beef Bouillon
  - Beef with Rice
  - Beef Noodle
  - Beef Vegetable
  - Scotch Broth
  - Chicken Gumbo
  - Chicken Noodle
  - Chicken Rice
  - Creole
  - Julienne Vegetable
  - Lentil
  - Mulligatawny
  - Pea French
    - Split
  - Pepper Pot
  - Tomato Rice
  - Turkey Vegetable
  - Turkey Noodle
  - Turkey Rice

- Canned Fruits
  - Apples
  - Applesauce
  - Apricots
  - Cherries
  - Peaches in Pear Juice
  - Pears
  - Pineapple, Unsweetened
  - Plums
- Fresh Fruit
  - Apples
  - Bananas
  - Blueberries
  - Blackberries
  - Cherries
  - Grapefruit
  - Grapes
  - Melon
    - Cantaloupe
    - Honeydew
    - Watermelon
  - Oranges
  - Peaches
  - Pears
  - Pineapple
  - Plums
  - Raspberries
  - Strawberries
  - Fresh fruit salad
  - Stewed rhubarb
- Baked Fruit Desserts
  - Baked Apples
  - Apple Dumpling
  - Brown Betty
    - Apple
    - Rhubarb
- Cobblers, Cottage
- Crisps, Crumbles
  - Apple
  - Apricot
  - Cranberry-Apple
  - Peach
  - Pitted Plum
  - Rhubarb
- Deep Dish Pies
  - Apple
  - Apple blackberry
  - Apple cranberry
  - Berry
  - Pitted plums
  - Rhubarb
- Steamed Carrot Pudding
- Shortcakes
  - Peach
  - Raspberry
  - Strawberry
- Gingerbread
  - with Apple Sauce
  - with Peaches
- Upside-Down Cakes
  - Apple
  - Berry
  - Peach
  - Pineapple
  - Pitted plum
- Date Squares
- Cranberry Squares
- Mincemeat Squares
- Tarts
  - Lemon Meringue
  - Banana Cream
  - Pumpkin
  - Mincemeat
  - Cherry
  - Blueberry
  - Apple
- Milk
  - Baked custard
  - Pumpkin custard
  - Bread puddings
  - Cheesecake
  - Cornstarch puddings
    - Vanilla
    - Banana
    - Butterscotch
    - Chocolate
    - Coconut
    - Date
  - Creamy Rice/Raisin
  - Bavarian Rice
  - Lemon Cake Top Pudding
  - Tapioca
  - With Custard Sauce
    - Fruit Salad
    - Fruit Trifle
    - Apple Snow
    - Lemon Snow
    - Fruit Chiffon
    - Prune Whip
    - Apricot Whip
    - Pineapple Whip
  - Ice Cream
  - Sherbet
  - Junket

GARNISHES

- Beet
  - Slices
  - Fresh Julienne
- Carrot
  - Curls
  - Julienne
- Celery
  - Sticks
  - Curls
- Cucumber
  - Slices
  - Twists
- Zucchini
  - Sticks
  - Slices
- Green Pepper Rings
- Pickle Slices
- Ripe Olives
- Radish
  - Slices
  - Rose
- Tomato
  - Cherry
  - Wedges
  - Slices

- Parsley Sprigs
- Mint Leaves
- Watercress

- Apple Wedges
  - Spiced Slices
- Banana Fingers
- Cranberries, Whole
- Gelatin Cubes
  - Tomato
  - Fruit
- Spiced Crabapples
- Prunes, Whole
- Orange
  - Slices
  - Twist
  - Wedges
- Lemon
  - Slices
  - Twist
- Fresh Seasonal Fruits
  - Apricot Halves
  - Grapes
  - Whole Strawberries
  - Cherries
  - Raspberries
  - Plum Halves

APPENDIX D6

Raw Food Cost Records

Purchase Records
Group the invoices according to category for all food purchased during the month. The sum of these invoices equals the total food purchases for the month.

Inventory
Record all food items on hand at the end of the month. Price each item and extend the prices, e.g., price per unit multiplied by the number of units. The total of all these price extensions is the dollar value of the month-end food inventory. This will be the value of the inventory for the beginning of the next month.

Raw Food Cost Calculation

To obtain gross raw food cost totals for the month:

Total of inventory at beginning of month	$_____
plus	+
Total purchases for the month	$_____
minus	-
Total of inventory at ending of month	$_____
equals	=
Gross raw food cost for the month	$_____

If no free food is given to the staff, management or guests the following formula applies:

$$\frac{\text{Gross raw food cost for the month}}{\text{Number of residents x number of days in the month}}$$

This figure may need adjusting to determine a net raw food cost, if you receive income for other services such as meals-on-wheels, staff cafeterias.

APPENDIX D7

Net Raw Food Costs

To obtain the net cost of raw food per resident per day:

Total all cash recoveries for the month, e.g., meals-on-wheels, staff meals. (Free staff meals, courtesy meals should be included in this total.)

Divide this total by the total figure obtained when cafeteria prices are applied to all items in the meal day pattern below:

A meal day pattern for this purpose is:

Breakfast	Lunch	Supper	plus 2 Breaks
Juice	Soup	Juice	
Egg or cheese	Sandwich or	Entree	
Toast or muffin	casserole	Potato	
Jam	Side Salad	Vegetable	
Beverage	Dessert	Dessert	
	Beverage	Beverage	

Add this number of non-resident meal days (obtained from the above division) to the total number of resident meal days in the month.

Gross raw food cost per month divided by the sum of non-resident plus resident meal days is a more accurate determination of the cost of raw food per resident per day.

APPENDIX E1 Cycle Menu Sample... Boarding Homes

WEEK 1

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice/Fruit	Orange	Apple	Prune	Orange	Cranberry	Apple	Fresh Seasonal Fruit
Cereal Bran	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal
Protein *	Soft Cooked Egg	Scrambled Egg	Poached Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Pancakes Bacon or Sausage
Bread	Whole Wheat Toast	Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
LUNCH							
Water							
Juice or Soup (optional)						Chicken Noodle Soup	Split Pea Soup
Meat or Alternate	Salmon and Sprout Sandwich	Corned Beef Dill Slices Pkg. Mustard	Assorted Cheeses	Egg Salad	Pita Pocket: Sprouts Tuna and Pineapple	Cheese Burger Deluxe	Mushroom Quiche
Bread	Whole Wheat Bread	Whole Wheat Crusty Roll	Oatmeal Muffin	Rye Bread		Whole Wheat Hamburger Bun	Whole Wheat Melba Toast
Vegetable	Cucumber Sticks	Carrot Sticks	Celery Sticks	Coleslaw	Tomato	Carrot/Apple Salad	Pickled Beet Slices Parsley
Fruit/Dessert Sweet or Other	Apple Raisin Oatmeal Cookie	Banana Package Raisins	Seasonal Fruit Yoghurt	Apple Peanut Butter Cookie	Grapes Banana Bread	Ice Cream Refrigerator Cookie	Chunky Fruit Salad
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓

SUPPER							
Water							
Meat or Alternate	Shepherd's Pie	Breaded Cod	Beef & Vegetable Stew	Chicken Fricasse	Pork Chops with Mushroom Gravy	Spaghetti with Meat Sauce	Roast Turkey with Cranberry Sauce and Gravy
Vegetables							
1. Starchy	Mashed Potato Topping	Oven Browned Potato		Parsley Rice	Mashed Potato		Mashed Potato
2. Green	Broccoli	Green Beans	Tossed Green	Stir Fried (Broccoli/ Cauliflower/ Celery/ Mushrooms)	Wax Beans	Spinach Salad	Green Peas
3. Other	Glazed Parsnips	Tomato Slices on Lettuce	Salad		Beet Slices		Tossed Green Salad
Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Biscuit	Whole Wheat Bread	Whole Wheat Bread	Garlic Bread	Whole Wheat Bread
Fruit/Dessert	Fresh Fruit Salad	Lemon Cake-Top Pudding	Peach Crisp	Pineapple Upside Down Cake	Pears Chocolate Brownie	Jellied Fruit Custard Sauce	Cheesecake with Cherry Topping
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
SNACKS	✓	✓	✓	✓	✓	✓	✓

• or Peanut Butter, Cheddar Cheese, Sausage or Bacon

WEEK 2

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice or Fruit	Orange	Apple	Prune	Orange	Cranberry	Apple	Fresh Seasonal Fruit
Cereal Bran	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal
Protein*	Soft Cooked Egg	Scrambled Egg	Poached Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Waffles Bacon or Sausage
Bread	Whole Wheat Toast	Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
LUNCH							
Water							
Meat or Alternate	Peanut Butter and Banana Sandwich	Salmon Salad with Sprouts	Hard Cooked Eggs	Ham/Sliced Dill Sandwich	Pork & Beans Pkg. Cheddar Cheese & Pkg. Melba Toast	Salad Bar or Plate Cottage Cheese Tomato/ Cucumber Slices Three Bean Salad, Pickled Beet Slices	Home Style Pizza with Whole Wheat Crust
Bread	Whole Wheat Bread	Whole Wheat Hamburger Bun	Bran Muffin	Rye Bread		Whole Wheat Crusty Roll	
Vegetables	Carrot Sticks	Celery Sticks	Assorted Fresh Vegetables: e.g. Green Pepper, Cauliflower	Cucumber Sticks	Celery Sticks		Assorted Raw Vegetables
Fruit/Dessert Sweet or Other	Apple Date Square	Apple Oatmeal Cookie	Orange Yoghurt	Banana Package Raisins	Apple Raisin Cookie	Rice Krispie Square	Chunky Fruit Salad
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓

SUPPER							
Water							
Meat or Alternate	Breaded Veal Cutlet	Sausages	Baron of Beef/ Dip	Liver with Onions or Macaroni & Cheese	Chicken Pot Pie	Chili con Carne	Baked Ham
Vegetables							
1. Starchy	Baked Potato	Au Gratin Potato	Oven Baked Potato Wedges	Creamed Potato	Mashed Potato Topping		Scalloped Potato
2. Green	Tossed Green Salad	Broccoli	Coleslaw	Green Peas	Spinach Salad	Assorted Fresh Vegetables	Pineapple
		Tomato on Lettuce					Coleslaw
3. Other	Mashed Turnip			Carrot/Raisin	Diced Squash		Beet Slices
Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread
Fruit/Dessert	Fruit Trifle With Custard Sauce	Apple Crisp	Pineapple Tapioca	Lemon Meringue Tart	Peach Flan	Baked Custard w/ Frozen Strawberry Topping	Ice Cream Crisp Cookie
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
SNACKS	✓	✓	✓	✓	✓	✓	✓

* or Peanut Butter, Cheddar Cheese, Sausage or Bacon

WEEK 3

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice or Fruit	Orange	Apple	Prune	Orange	Cranberry	Apple	Fresh Seasonal Fruit
Cereal Bran	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal
Protein*	Soft Cooked Egg	Scrambled Egg	Poached Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Pancakes Bacon or Sausage
Bread	Whole Wheat Toast	Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
LUNCH							
Water							
Juice or Soup (optional)						Beef-Barley Chowder	Minestrone Soup
Meat or Alternate	Sliced Ham/ Cheese on	Kaiser Bun with Tuna Salad	Corned Beef in	Assorted Cheeses	Egg Salad Sandwich	Filet of Fish on	Cheese Omelet
Bread	Pumpernickel Bread	and Sprouts	Whole Wheat Crusty Roll	Oatmeal/Raisin Muffin	Rye Bread	Whole Wheat Hamburger Bun	Whole Wheat Crusty Roll
Vegetable	Fresh Broccoli Carrot Fingers	Small Tomato	Celery Sticks	Fresh Vegetables e.g. Green Peppers, Cauliflower	Carrot Sticks	Tomato Slices Lettuce	Stir Fried Vegetables
Fruit/Dessert Sweet or Other	Apple Yoghurt	Orange Peanut Butter Cookie	Apple Banana Bread	Banana	Apple Package Peanuts	Apricot Crisp	Ice Cream Sundae
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓

SUPPER

Water							
Meat or Alternate	Beef Steak Pie	Lemon Baked Chicken	Salmon Quiche	Meatballs	Sweet/Sour Pork	Lasagna	Roast Beef
Gravy/Sauce		Cranberry Sauce		Mushroom Gravy			Gravy
Vegetable:							
1. Starchy	Glazed Parsnips	Sweet Potato and Apple Casserole	Oven Baked Potato Wedges	Baked Potato	Brown Rice		Oven Brown Potato
2. Green	Brussel Sprouts	Broccoli	Pineapple Coleslaw	Tossed Green Salad	Red Cabbage Slaw	Spinach Salad	Cut Green Beans
3. Other		Tossed Green Salad	Beet Slices	Mashed Turnip			Cauliflower au Gratin
Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Garlic Bread	Whole Wheat Bread
Fruit/Dessert	Chunky Fruit Salad	Creamy Rice and Raisin	Pears, unsweetened Butterscotch Square	Lemon Snow with Custard Sauce	Blueberry Crumble	Deep Dish Plum Pie	Peach Upside Down Cake
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
SNACKS	✓	✓	✓	✓	✓	✓	✓

* or Peanut Butter, Cheddar Cheese, Sausage or Bacon

PATTERN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
Water							
Juice or Fruit	Orange	Apple	Prune	Orange	Cranberry	Apple	Fresh Seasonal Fruit
Cereal Bran	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal	All Bran or Shredded Wheat or Oatmeal
Protein*	Soft Cooked Egg	Scrambled Egg	Poached Egg	French Toast	Soft Cooked Egg	Scrambled Egg	Waffles Bacon or Sausage
Bread	Whole Wheat Toast	Bran Muffin	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast	Whole Wheat Toast
Jam/Jelly	✓	✓	✓	✓	✓	✓	✓
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
LUNCH							
Water							
Juice or Soup Optional						Navy Bean Soup	Mulligatawny Soup
Meat or Alternate	Submarine: Sliced Beef Lettuce Tomato Slices Fresh Onion Rings	Salmon Sandwich with Sliced Cucumber	Peanut Butter and Banana Sandwich	Kaiser Bun: Cheese Cubes Sprouts Cucumber Tomato	Corned Beef Mustard	Salad Bar/Plate: Assorted Sliced Meats, Potato Salad	Denver Sandwich on Whole Wheat English Muffin
Bread	Whole Wheat Roll	Whole Wheat Bread	Whole Wheat Bread		Rye Bread	Whole Wheat Bread	
Vegetable			Assorted Fresh Vegetables	Celery Sticks	Carrot Sticks	Fresh Vegetables: Cauliflower Green Peppers	Tomato Slices Lettuce
Fruit/Dessert Sweet or Other	Apple Package Peanuts	Banana Oatmeal Cookie	Orange Canned Pudding	Apple Raisin Cookie	Grapes Yoghurt	Sliced Peaches	Cantaloupe Wedges
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓

SUPPER							
Water							
Meat or Alternate	Curried Turkey	Savoury Meatloaf Mushroom Gravy	Roast Pork Gravy	Fish with Chips	Macaroni and Cheese	Home Style Pizza Whole Wheat Crust	BBQ Chicken
Vegetable:							
1. Starchy	Whole Grain Noodles	Mashed Potato	Parsley Boiled Potato				Parsley Rice
2. Green	Tossed Green Salad	Coleslaw	Green Beans	Coleslaw	Stir Fried Veg. Broccoli/Celery	Tossed Green Salad	Green Peas
3. Other	Carrots	Kernel Corn	Mashed Turnip	Carrot Rings	Onion Tomato Slices on Lettuce		Carrot/Apple Salad
Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread
Fruit/Dessert	Ice Cream with Frozen Strawberries	Apple Crumb Tart	Chunky Fruit Salad	Tapioca/Orange Slices	Apricots, unsweetened Date and Nut Cake	Lime Sherbet Oatmeal Cookie	Chocolate Brownie Pudding
Milk	✓	✓	✓	✓	✓	✓	✓
Tea or Coffee	✓	✓	✓	✓	✓	✓	✓
SNACKS	✓	✓	✓	✓	✓	✓	✓

* or Peanut Butter, Cheddar Cheese, Sausage or Bacon

APPENDIX E2 Suggested Serving Sizes - Boarding Homes Residents Ages 25 - 49

	Average FEMALE 1900 Calories	Average MALE 2700 Calories
BREAKFAST		
Juices, Unsweetened	4 oz. (1/2 C), 120 mL	4 oz. (1/2 C), 120 mL
Cereal — Cooked	6 oz. (3/4 C), 180 mL	6 oz. (3/4 C), 180 mL
Uncooked	6 oz. (3/4 C), 180 mL	6 oz. (3/4 C), 180 mL
Bran	1 tbsp., 6 g	1 tbsp., 6 g
Toast, Whole Wheat	1 slice	2 slices
Margarine	1/2 tsp.	1 tsp.
Eggs	1 medium	1 medium
Jam/Jelly	1 oz.	2 oz.
Milk	8 oz. (1 C), 240 mL	8 oz. (1 C), 240 mL
PACKED LUNCH		
Cheese — Processed	1-1/2 slices	1-1/2 slices
Natural	1" cube	1" cube
OR Lean Meat, Fish, Poultry	2 oz., 60 g	2-3 oz., 60-90 g
OR Peanut Butter	4 tbsp.	4 tbsp.
OR Eggs	2 medium	2 medium
Bread	2 slices	4 slices
OR Muffin	1 small	2 small
Fats	1 tsp. margarine OR	2 tsp. margarine OR
	1 tbsp. Salad Dressing	2 tbsp. Salad Dressing
Fruits	1 fruit	1 fruit
Vegetables	1/2 C raw vegetables	1/2 C raw vegetables
Milk	8 oz. (1C), 240 mL	8 oz. (1 C), 240 mL
DINNER MEAL		
Meat or Alternate	2 oz. cooked	4-5 oz. cooked
Vegetables		
Starchy	1 medium potato	1 medium potato
	OR 1/2 C mashed potato	OR 1/2 C mashed potato
	OR 1 C spaghetti	OR 1 C spaghetti
	OR 1 C noodles	OR 1 C noodles
	1/2 C	1/2 C
Other		1 slice
Bread		
Fruit	1 medium	1 medium
OR Dessert (Canned Fruit Unsweetened)	1/2 C	1/2 C
Milk	8 oz. (1 C), 240 ml	8 oz. (1 C), 240 ml
Snack: Breads or Fruit	1	1
Milk	8 oz. (1 C), 240 ml	8 oz. (1 C), 240 ml

2 of these items

APPENDIX E3 Menu Pattern for Workshop Lunches — Boarding Homes

MEAL	FOOD GROUP	RECOMMENDED NUMBER OF SERVINGS 25 - 49 YEARS MALE	FEMALE	EXAMPLE OF 1 SERVING	COMMENTS
LUNCH	Milk and Milk Products (optional — see comments)	1	1	1-1/2 slices processed cheese OR 1" cube natural cheese OR 1 cup milk: 2% skim* OR yoghurt: fruit flavoured plain*	As it is often difficult to provide a choice from this food group, an alternate would be to offer it with the evening snack.
	Meat, Fish, Poultry and Alternates	2	1	2-3 oz. of cooked lean meat (or packaged slices) OR 4 tbsp. peanut butter OR 2 eggs OR 2 cheese slices	A male would require 2 servings; i.e., 4-6 oz. meat or 2 eggs plus 2- 3 oz. meat. Use processed meat slices in moderation because of their high fat and sodium levels.
	Breads and Cereals	4	2	1 slice whole grain bread* OR 1/2 hamburger bun OR 8 small crackers	Use a variety of breads and rolls to provide interest, e.g., Sesame, Pumpernickle, Rye.
	Fruits and Vegetables	2	2	1/2 cup raw vegetables*, e.g., tettuce, tomatoes, cucumbers OR 1 fruit, the size of a tennis ball* OR 1/2 cup unsweetened fruit/vegetable juice*	Raw vegetables may be better received if served with a dip dressing (check workshop for adequate refrigeration).
	Fats	2	1	1 tsp. margarine OR 1 tbsp. salad dressing	
SNACK to be included with packed lunch	Breads and Cereals	1	1	1 small muffin* OR 4 medium sized crackers OR 2 "wholesome" cookies (peanut butter, oatmeal, raisin)	High calorie refined baked goods should be used in moderation.
	Fruits and Vegetables	1	1	1 tbsp. raisins OR 1 fresh fruit*	

Thermoses and plastic containers will allow you to provide an even greater variety of foodstuffs; e.g., thick soups, fruit salads, tossed vegetable salads, hot beverages.

*For Reduced Calories

APPENDIX F Food Storage Guide

	REFRIGERATOR 40 F	FREEZER 0 F
DAIRY FOODS		
Butter	2 weeks	1 year
Cheese, cottage	3-5 days	not recommended
cheddar	several months	3 months
processed	3-4 weeks	3 months
Milk, fresh	3-5 days	6 weeks
EGGS		
fresh, whole	3 weeks	
fresh, separated, whites	1 week	
fresh, separated, yolks	2-3 days	
frozen, ONCE THAWED, MUST BE USED IN 24 HOURS		
POULTRY		
whole	2-3 days	12 months
cut up	2-3 days	6 months
cooked	3-4 days	1-3 months
MEAT		
roasts	3-4 days	10 months
ground	1-2 days	3-4 months
sausages	1-2 days	2-3 months

DRY GOODS cool, dry place where temperature stays constant

SKIM MILK POWDER:	unopened, 1 year; opened, 1 month
CANNED GOODS	1 year (leaking or bulging indicates spoilage)
DRIED FRUIT	1 year
POTATOES, INSTANT	2 years
LENTILS	1 year
LEAVENING AGENTS	1 year
ROLLED OATS	6-10 months
FLOUR	
WHITE	2 years
WHOLE WHEAT	6 weeks
VEGETABLE OIL	1 year

Summarized from Buying and Storing Canadian Foods for the Foodservice Industry Agriculture Canada 1982

APPENDIX G Computer Programs

Software products may be purchased to assist with evaluating whether the standards are met. For further information on these products, contact the Nutrition Branch, Ministry of Health, Victoria.

APPENDIX H Average Weight in Pounds and Kilograms Per Inch or cm of Height in Men Aged 65-94

HEIGHT		(AGE IN YEARS) WEIGHT											
		(65-69)		(70-74)		(75-79)		(80-84)		(85-89)		(90-94)	
in	cm	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg
62	155	144	65	141	64	139	63	135	61				
63	158	146	66	143	65	141	64	136	52	133	60		
64	160	149	68	146	66	143	65	138	63	135	61		
65	163	151	69	149	68	145	66	141	64	139	63	130	59
66	165	154	70	152	69	148	67	144	65	142	65	133	60
67	168	156	71	155	70	151	69	147	67	145	66	136	72
68	170	159	72	158	72	154	70	150	68	148	67	140	64
69	173	163	74	162	74	158	72	154	70	152	69	144	65
70	175	167	76	165	76	162	74	159	72	156	71	149	68
71	178	172	78	169	77	166	76	164	75	160	73	154	70
72	180	177	80	173	79	171	78	170	77	165	76		
73	183	182	83	178	81	175	79						

Adapted from O'Hanlon, P.O., Kohrs, M.B. Dietary studies of older Americans. *American Journal of Clinical Nutrition*, Vol. 31, No. 7, July 1978

APPENDIX H Average Weight in Pounds and Kilograms Per Inch or cm of Height in Women Aged 65-94

HEIGHT		(AGE IN YEARS) WEIGHT											
		(65-69)		(70-74)		(75-79)		(80-84)		(85-89)		(90-94)	
in	cm	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb	kg
58	145	133	60	125	57	123	56						
59	148	134	61	127	58	124	56	116	53	110	50		
60	150	135	61	129	59	126	57	118	54	113	51		
61	153	137	62	131	60	128	58	121	55	116	53		
62	155	139	63	134	61	131	60	124	56	120	55	119	54
63	158	144	64	137	62	134	61	128	58	124	56	119	54
64	160	144	65	140	64	137	62	132	60	128	58	120	55
65	163	147	67	144	65	140	64	136	62	133	60	124	56
66	165	151	69	147	67	143	65	140	64	138	63	129	59
67	168	155	70	151	69	146	66	144	65	142	65		
68	170	159	72	155	70								
69	173	164	75	160	73								

Adapted from O'Hanlon, P.O., Kohrs, M.B. Dietary studies of older Americans. *American Journal of Clinical Nutrition*, Vol 31, No. 7, July 1978.